



Communications Director Job Description

Reports to: Lead Pastor

Employment: 20 - 30 hours/week

Classification: Hourly / non-exempt

Date: Immediate (by June 1, 2023)

Apply: Send resume and brief letter of interest to gabe.pryor@ccen.org & libby.larro@ccen.org

Supervision:

- This position reports directly to the Lead Pastor for supervision of day to day duties. ● The Lead Pastor along with the Session will conduct annual job performance reviews.

General Expectations:

- Seeks to faithfully and joyfully embrace the messiness and nuance of ministry work. ● The capacity to work independently as well as with a team, and a knack for equipping a diverse group of people to serve effectively.
- Is a team player and displays an eagerness to work with and alongside others.
- Exhibits a humble willingness to learn, be coached, and work within proper lines of authority. ● Accepts instruction and follows through with assigned ministry tasks.
- Strong communication and problem-solving skills; ability to be flexible and adaptable. ● Is punctual, completes tasks on time, and stays until tasks and events are concluded. ● Joyfully pitches in and helps when needed (even when tasks are outside his specific scope of responsibility).
- Is able to function independently when needed: self-directed, resourceful, and highly motivated. ● Exercises good organizational skills and is able to prioritize tasks and delegate well. ● Is willing to step out in faith, try new things, and most of all, lovingly engage people with the gospel.

Key Responsibilities:

- An enjoyment of writing and communicating so that people feel connected, informed and welcomed. ● Personal skills, including but not limited to, proactive, thorough & prompt communicator; detail-oriented; takes initiative; dependable follow-through.
- Professional skills, including but not limited to, CMS-type database experience/familiarity; Macbook and/or Microsoft Office for Mac familiarity a plus; proficient in G Suite for Business; Subsplash.

Key Tasks:

Communications & Coordination

- Project coordination of weekly Sunday worship service elements, including preparation of documents, slides, and printing.
- Lead all email and text communications, including weekly updates and announcements. ● Liaise with ministry team leaders for communications and scheduling support, including Subsplash database and App support, calendar coordination, and automated reminders.
- Serve as point of contact for visitor inquiries and all incoming/outgoing communication. ● Event coordination and support for monthly activities (such as Ministry Leaders' Meetings and Prayer Gatherings) and coordinate with the Special Events team as needed (for events such as Family Dinner, celebrations, retreats, etc).
- Manage all Communications teams (design, website/app, communications evaluation, etc). ● Give Communications and Administrative updates at monthly leadership meetings. ● Project management (with Communications teams and Admin Assistant), as directed by Lead Pastor. ● Responsible for spearheading the annual planning and budget process for all Admin/Communications teams.
- Develop and maintain social media strategy as a way to engage City Church in the life the East Nashville community.
- Seasonal tasks related to Easter, Advent, Christmas, MLM Appreciation Dinners, annual planning, etc.

Administration:

- Determine administrative projects and delegate to Administrative Assistant.
- Liaise with Auxilio (third party) to maximize their administration and finance support, including scheduling, access to tools and systems (website, Google Admin, Subsplash, etc).
- Stewardship of related budget areas and accountability for expenses (expense planning, monthly credit card reports).
- Management/oversight of Subsplash CHMS database (utilized for volunteer scheduling & reminders, mass text communication, regular reporting, maintenance of the rolls, etc).
- Management/oversight of digital and physical file organization, in collaboration with Auxilio. Delegate relevant organizational projects/tasks to Administrative Assistant.
- Scheduling oversight for facility use including coordinating with the Facilities Team to provide clear instructions for venue use and a feedback loop to ensure the facilities are cared for accordingly (cleanliness, lighting, tables/chairs, etc).
- Coordination of weekly Sunday worship service elements including preparation of documents and slides, as well as ensuring Sunday Service Team is aware of their duties each week (including communion bread, guest preachers, announcers, etc).
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