



JOB TITLE: Communications Manager

FLSA STATUS: Non-Exempt

SALARY: 20–25 hrs. per week at 18–22 \$/hr.

SUPERVISOR: Executive Director

CREATED/REVISED: May 2022

APPROVED BY:

POSITION SUMMARY

The Communications Manager will create, organize, plan, and implement effective communications messages and strategies for church and community audiences. The individual will support church and ministry leaders in conveying their message and communications priorities to appropriate audiences through social media, print, and in person while following branding and style guidelines.

ESSENTIAL RESPONSIBILITIES

- Oversee all the aspects of Faith Church communication, including print materials, digital elements, email, website, social media, and service/event promotion to ensure alignment with our brand and mission.
- Lead in the area of communication by setting the strategy, creative vision, project management standards, and measures for communication initiatives and branding to ensure overall effectiveness.
- Strengthen various ministries by developing communication plans specific to their audiences.
- Cultivate, lead, and manage the Communication Team (writing, editing, photography, videography, design, social media, etc.) to help implement our communications strategy.
- Write, edit, and design content for regular communication vehicles, including website content, church emails, print media, and social media.
- Film and edit video announcements, bumper videos, and other video presentations on a regular basis.
- Effective strategy to engage and align online and in-person church experiences.
- Keep social media and our website updated and engaging.

OTHER RESPONSIBILITIES

- Attend regularly scheduled leadership and staff meetings.
- Maintain a vital and growing personal walk with the Lord through committed Bible study, prayer, and meditation.
- Fulfill the performance standards of the position as well as following established policies, rules, and procedures of the church, including those communicated verbally or in writing.
- Maintain confidentiality in a spiritually mature way.
- Respond in a timely and professional manner to communication requests which arise through personal interaction, email, and telephone contacts.
- Additional duties as assigned.

QUALIFICATIONS AND EXPERIENCE

- A committed Christian who demonstrates an active and growing relationship with Jesus Christ. Models and encourages spiritual growth and discipleship in others as well as a passion to share the Gospel.
- Bachelor's Degree in marketing, communication, or commensurate experience.
- A broad knowledge of developments in the field of church engagement and communication and an ability to integrate new concepts, as appropriate, into programs.
- Detail-oriented with excellent organizational abilities. Able to manage multiple projects and teams while maintaining strategic priorities.



- Relationally engaging individual with a heart to serve others as a co-laborer in the Gospel.
- Ability to make sound critical decisions under pressure, handle stress, work independently and as a team member, and deal with people in a professional and Christian manner.
- Ability to build and lead teams in alignment with the stated Mission and Values of Faith Church.
- Excellent written and verbal communications skillfully employed, both digitally and in person, to effectively communicate with, and relate to, diverse groups and individuals in a multi-generational environment.
- Experience with Microsoft Office, YouTube editing and posting, graphics editing software.
- Must be able to pass a preemployment screening including a background check.

SUPERVISORY and OVERSIGHT RESPONSIBILITIES

- Provide direction and support to volunteers and staff.
- Development and management of budgets.

WORK ENVIRONMENT, PHYSICAL ACTIVITY, AND SCOPE

Time Requirements: 20-25 hours per week. Must be able to work evenings and weekends and maintain flexible work hours as determined by the needs of the ministry. This may include the need to work on holidays.

Physical Demands: Variety of physical activity which may include the ability to sit, stand, walk, run, reach, bend, and kneel. The employee will need the ability to handle and feel as well as see and speak. Ability to lift 30 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment: Varied work environments ranging from office, to gymnasium, to outside, to retreat centers, etc.

BENEFITS

- Paid Time Off (PTO)
- Paid Holidays
- Flexible Schedule with some telecommuting possible
- Relaxed, friendly office atmosphere
- Opportunities for spiritual and professional development

This job description is not intended to be an exhaustive list of all duties. Employees may perform other related duties as assigned.