



COMMUNITY
PRESBYTERIAN CHURCH

POSITION: Communications Director

REPORTS TO: Executive Director of Ministries

SUMMARY: The Communications Director creates and communicates the vision, leads planning, development and production of all CPC ministry messaging materials. This includes training department's staff.

DUTIES AND RESPONSIBILITIES:

- Lead development of strategic communication plan, including sermon series, church wide initiatives, cadence of ministries and community happenings
- Set vision and objectives for the Communication Department
- Lead efforts to continually clarify, refine, maintain and implement CPC's brand identity, core messaging, target audience, purpose, vision, path, etc.
- Develop and enforce standards and processes to ensure consistency of content and quality in communications coming from all ministries of CPC, including ministry website maintenance and social media
- Manage communication staff that support needs of key CPC ministries
- Manage efforts to develop tactical marketing strategies and implementation plans for schools, counseling center, and church [limited support beyond CPC, i.e., mission partners]
- Train, develop, coach staff on core communication skills through project assignments
- Provide creative input, practical support and deliver projects

QUALIFICATIONS:

- Messaging skills (copy, design, video, etc.)
 - Degree in journalism, communications, graphic design, or related field of study
 - Minimum 5 years of leadership experience managing communications department
 - Communication skills: effective story development, writing, editing
 - Assess staff and contractor talent
 - Ability to establish brand messaging
- Relational leadership capabilities
 - Skilled influencer to build and gain messaging alignment
 - Effective collaborator and team leader to build relationships
 - Flexible, adaptable to negotiate organization's priorities
 - Disciplined project management, planning and organizing skills to deliver results
 - Understands organization and community culture
 - Regular CPC worship attender and genuine faith commitment to Jesus Christ
- Digital vision
 - Digital native – living in the world of social media, digital communications
 - Content development skills: comfort with web design, graphic design tools

TERMS OF EMPLOYMENT:

- 40 hours/ week, Salary Range TBD, Benefits: Standard Benefit Package