

# Director of Communications

## A Vital Ministry at a Growing Church

Easton Bible Church is a growing community with a vision to reach the dechurched and uninterested people in our area. We're looking for a new Director of Communications to help us effectively communicate both with our congregation and our community the opportunities offered at Easton to find forgiveness in Jesus and live differently.

## Job Description

The Director of Communications will oversee all communications on a variety of platforms, including social media (Facebook & Instagram), website (Subsplash), email, print, etc. This person will work with Easton's staff to plan, schedule, and craft communications that effectively provide our congregation with detailed, timely, and pertinent information regarding all church-related events and opportunities, while also being sensitive to those who we desire to reach with the gospel. Lastly, this person will be responsible to manage online services that foster communication and connection within the church congregation.

## Responsibilities

- Create quality communications that are clear, attractive, detailed, accurate, and timely.
- Give leadership to the implementation of a clear and compelling communication process using print, verbal announcements, and digital communications (email, social, and web).
- Leverage communication platforms to drive the church's overarching vision, goals, and strategies.
- Assist and develop and execute overall marketing and annual communications strategy.
- Manage church directory, Groups, Services, Event Registrations, check-ins, etc.

## Requirements

- Skills: Solution-side thinking, shines in a deadline-driven environment, highly organized and energetic, a self-starter, excellent communication skills: written, verbal, presentation, and interpersonal, organized manager of people and resources, process development, marketing, and brand-building skills, 'big picture' thinker (branding, messaging, mission, etc.), making the right things happen, very familiar with relevant technology, intuitive, confident, friendly, and professional
- Experience: Communications, Administration, Project Management, Content Evaluation, People Leadership
- Education: College degree preferred
- Gifts: Administration, Leadership, Helps

## Compensation

Hourly, Part Time - 25hours/pw @ \$22/hr