

# Communications Manager

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## **Overview**

The Communications Manager oversees all aspects of media and communication for the church, including web, print publications, signs, social media, and video. Must be detail-oriented, organized, and able to multi-task and thrive in a deadline-driven environment.

## **Qualifications**

- Believer in Jesus Christ as Lord and Savior; committed to the doctrine, mission, and values of Faith Church
- Bachelor's degree, preferably in mass communication, and professional communications experience
- Experience in managing people and projects
- Good listening skills, tact, and consensus building skills
- Attention to detail and accuracy
- Ability to plan, organize and multitask in a deadline-intense environment
- Preferred: Knowledge of Photoshop, indesign, Wordpress, and best practices for mass communications

## **Core Responsibilities**

- Oversee all vendor-created print and digital content for Faith Church, including:
  - Regular publications (visitor and ministry brochures, posters, signage, bi-annual portfolios, handouts, certificates, etc.)
  - Editing and proofreading copy for print and online publication
  - Graphic design elements for print, online, and video
  - Video and photography elements that support church communications
- Manage production of all communication activities, ensuring all communications are completed in a timely, accurate, and presentable manner consistent with Faith's mission, vision and branding
- Manage volunteer and vendor resources to ensure alignment with Faith's branding and design direction
- Function as the gateway and quality control check on all church communication products, including those produced by/for individual ministries of the church
- Attend weekly Lead Team and Staff meetings
- Serve as the church contact for external media seeking information from or about the church

## **Relationships**

- Directly accountable to the Lead Pastor (or his designate)

## **Compensation**

- Part-time, approx. 6-8 hours/week with potential for more based on skills and interest
- Compensation dependent on experience and breadth of responsibilities
- Hourly position, no benefits, flexible work schedule