



Job Description

Director of Communications and Connections

Job Function:

Serve as the primary interface between the clergy/staff of CMCA and the congregation as well as the wider community. In this role, the Director is responsible for developing a comprehensive program for engaging the congregation in programs, recruiting new members, advocating for engagement and integration into existing and new ministry and mission amongst members, visitors, and others in the community. This will involve developing a broad communication strategy by maximizing impactful methods and media contacts including (but not limited to) website, podcasts, social media, digital, print, and other forms of communication.

It is essential that the Director has a strong Christian faith, an understanding of Christian formation processes, has strong inter-personal relational skills, and is outgoing and engaging.

Responsibilities:

- Develops and executes a strategic communications plan embracing impactful, technological opportunities.
- Responsible for producing timely multimedia including digital media, streaming, video, print, etc..
- Implements strategies for effective communication concerning stewardship and development.
- Collaborates with program staff and clergy to assist in promoting programs/ministries and executes necessary media.
- Manages website and online presence across multiple digital platforms.
- Generates and distributes weekly digital newsletter to congregation and community.
- Attends weekly staff meetings and worship planning sessions to coordinate all communications with staff and congregation.
- Dynamic engagement in communications among all parties affiliated with CMCA, this role is situated in the emergent interface between personal engagement and effective communications.
- Responsible for gathering and managing pictures and videos of all church events.
- Networks with the congregation throughout the week at all ministry events.
- Supports recruiting and training new volunteers and scheduling volunteers for ministry areas in partnership with other staff members and church leaders.
- Recruits servant leaders to ministry areas as needed.
- Other duties as assigned.

Software/Technology (familiarity with the following programs is a plus):

- Adobe Creative Cloud
- Constant Contact (email marketing resource)
- Canva (branding and design website)
- Planning Center (planning and scheduling program)
- Various app and website development platforms (Tithely, Breeze, etc.)
- Google Suite (Gmail, Google Sheets, Google Docs, Google Calendar, etc.)
- Facebook, Instagram, GroupMe, Remind app, Cognito form builder, etc..
- Final Cut Pro or iMovie (video editing software)

Preferred Experience:

- Communications - 3 years
- Social media content and branding - 3 years
- Marketing - 3 years

Education: Bachelor's degree in communications, marketing, or related field

Professional Skills:

- Proven experience in Non-profit or business settings with team building and management. Church experience is preferred.
- Strong interpersonal, communication and presentation skills
- Able to manage, guide and lead employees to ensure ministry area growth
- College degree preferred

Job Type: Full-time (program staff)

Salary: Based on experience (starting salary range @ \$60,000+)

Benefits:

- Employee bonus program
- Flexible schedule
- Health insurance – individual
- Paid time off
- Retirement pension plan

Schedule:

- Monday to Thursday, Weekends, Special events