



## **Job Description**

### ***Director of Communications and Marketing***

#### **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 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 interpersonal relational skills, and is outgoing and engaging.

#### **Responsibilities:**

- Develops and executes a strategic communications plan embracing branded content that is impactful to reach the church and broader community utilizing various media platforms.
- Responsible for producing timely multimedia including digital media, streaming, video, print, etc..
- 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.
- Generates worship bulletins with input from church staff and volunteers.
- Attends weekly staff meetings and worship planning sessions to coordinate all communications with staff and congregation.
- Responsible for gathering and managing pictures and videos of all church events.
- Networks with the congregation throughout the week at all ministry events.
- Recruit servant leaders to communication/marketing ministry areas as needed.
- Leads branding, logo design, and implementation efforts.
- 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)
- 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)

**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

**Job Type:** Full-time (program staff)

**Salary:** Based on experience (Range: \$55-70k)

**Benefits:**

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

**Schedule:**

- Sunday - Thursday, Special events

**Work Location:** In person only