

Summary of Role: – Provide leadership and vision to execute strategies to more effectively communicate the vision of Grace Church. This will include but not be limited to print and digital media, web design, social media networking, writing, graphic design, and advertising.

Ministry Area/Department	Ministry staff
Position	Communications Director
Reports To	Executive Pastor
Ministry Target	Everyone
Position Is	Paid staff
Position May Be Filled By	Church member
Minimum Maturity Level	Stable, mature Christian with evidence of fruit
Spiritual Gifts	Leadership • Discernment • Organization
Best Personality Traits	• Loyal • Dependable • Honest • Discreet • Friendly • Professional • Organized • Efficient
Passion For	Managing the branding and communications strategy of an entire organization

ANTICIPATED TIME COMMITMENTS

- Doing ministry/preparing for ministry – a minimum of 40 hours per week
- Meetings/training – Approximately 4 hours per month

RESPONSIBILITIES/DUTIES

- Manage and create website content
- Create graphics and communication pieces that will cultivate a coherent understanding of Grace Church’s mission, vision, and core values among a wide range of ministry audiences
- Manage and create church internal and external signage
- Coordinate with all ministries to select appropriate graphics and communication to ensure consistency in the representation of the Grace Church culture and branding
- Develop and manage standards for design, organization, and content to present a consistent message and image
- Recruit, lead, and care for volunteer teams to implement the communications strategy; example teams may include and are not limited to graphic design, writing, editing, and marketing
- Perform continuous quality review of existing communication pieces and processes for improvement and cost-effectiveness
- Monitor success through an established set of metrics (e.g. increased website use, shortened resolution time, user feedback mechanisms, etc.)
- Function as a key consultant to the Pastoral and Management team regarding promotions, public relations, advertising and media inquiries
- Manage and foster media relationships to promote a wide variety of church events and services
- Function as the Grace Church Social Media Expert
- Strong understanding and skills to implement “Branding” as it relates to marketing

KNOWLEDGE AND EXPERIENCE

- Bachelor's degree
- Effectively lead people; directly or indirectly
- Successfully managed projects to completion

REQUIRED SKILLS

- Excellent verbal and written communication
- Proficient in the use of Microsoft Office applications and other standard office software
- Expert with social media platforms such as Facebook, Typepad, Twitter, Word Press, Etc.
- Identify processes, document and communicate how Grace can improve
- Able to review, plan and close tasks/projects
- Able to communicate and present information to others in a clear, complete and concise way
- Able to develop and follow processes and procedures
- Effective at building relationships with guests, attendees and leaders
- Exhibit good judgment and reason when solving problems and making decisions
- Take responsibility for actions and outcomes; and persist despite obstacles
- Proficient at taking initiative to freely share knowledge and encourage others to do the same
- Anticipate needs by understanding the expectations, previous history and potential outcomes
- Able to multi-task while staying focused on assigned goals and objectives
- Strong attention to detail to ensure accuracy.

GENERAL EXPECTATIONS

- Accept and agree with Grace Statement of Faith and member overview
- Conform life to Biblical moral principles
- Well versed in the dynamics of human relations
- Attend meetings as required
- Proficient in researching topics to gain a resolution and/or find needed information
- Skilled at creating, documenting and following processes
- Proficient in completing goals in a timely manner
- Proficient at developing and maintaining effective relationships
- Meet deadlines or proactively manage and communicate regarding missed deadlines
- Willingness to take additional responsibilities and respond to situations professionally, as they arise, without supervision
- Take the initiative to evaluate new concepts
- Proficient at displaying dependability in difficult circumstances
- Display enthusiasm, promote a friendly working environment and display team unity
- Lead others positively, by example, and in line with Grace Church values
- Proficient in identifying data requirements to prepare reports, conduct analysis, propose recommendations based on the data, and execute solutions
- Resolve conflict in the most emotionally charged situations
- Adapt to and implement ministry change
- Able to work off-hours when required

MAJOR ACCOUNTABILITIES/DESIRED RESULTS

- Create (when necessary), manage and protect the Grace brand, and develop appropriate communications strategies for a growing organization
- Facilitate the communication of the Grace vision and mission so that every attendee is fully connected to Grace by finding a friend to Love, a place to Learn and grow in Christ and a place to Lead by serving in ministry or connecting with missions.

To apply, please email your cover letter and resume to careers@graceks.org