

## **CHURCH OF THE SAVIOUR UNITED METHODIST JOB DESCRIPTION**

**Position:**                                 **Director of Communications**  
  **Part-Time Salaried Position**

**Accountable to:**                         **Executive Director**

### **Job Summary:**

The Director of Communications has primary responsibility to develop and maintain protocols for intra-church and outgoing communications, including print and digital, targeted to informing members and potential visitors of the opportunities to love, grow, and serve. The director must provide strategic and savvy communication leadership in furtherance of the Church's mission of making disciples of Jesus Christ to transform our Church, our Community, and our World.

### **Spiritual Requirements:**

- Be a committed follower and believer of Jesus Christ, seeking to love, grow, and serve God.
- Understand and be able to champion and uphold the mission and values of Church of the Saviour United Methodist.
- Commitment to personal spiritual growth and healthy lifestyle.
- Considers this position a ministry, not a job.
- Practices healthy relational boundaries and fiscal integrity.

### **Job Responsibilities:**

- Develop communications and branding strategies aligned with the church's mission.
- Provide content creation and delivery across print, digital and other media.
- Produce and design, as applicable, audio, video, and print material for worship, education, and promotion of ministries, including all church websites, social media channels and digital signage.
- Timely production of weekly, monthly and annual publications.
- Prioritize the communication needs of the church and identify communication tools that may be readily implemented.
- Evaluate the effectiveness of existing communication programs and marketing campaigns on an ongoing basis and recommend improvements.
- Coordinate volunteer and paid resources when necessary for church communications.
- Perform other duties as required by the Senior Pastor or Executive Director.

Other Leadership:

- Attend weekly staff meetings.
- Work collaboratively with all discipleship areas of Church of the Saviour to promote consistent Christian-based ministries and to coordinate use of the church resources (i.e. facilities, equipment, database, calendar).

**Job Qualifications and Experience**

- Bachelor's degree or higher in communications, English, journalism or public relations is preferred.
- A minimum of 3 years experience in any of the following: communications, writing, editing, publications, journalism.
- Highly skilled at content creation, storytelling and editing.
- Experience with social media, market research and graphic design.
- Possess excellent communication skills.
- Team oriented with excellent organization and relational skills.
- Proficiency in MS Office Suite and the ability to learn and utilize the church database.
- Proficiency in media creation, including detailed grammatical and visual editing, along with presentation software is required.
  - Proficiency with the listed/preferred software packages:
    - Adobe Creative Suite or Cloud
    - Canva
    - Audio editing software
    - Pro Presenter