



Christ Community Church Job Description

Job Title: Communications Director

FLSA Status: Full-Time, Exempt

Work Days/Hours: Monday through Friday. Minimum 40 hours per week.

Weekend Responsibilities: This position has no regularly assigned weekend duties and responsibilities. However, weekends may occasionally be required and are assigned by the Executive Director of Operations.

Reports To: Executive Director of Operations

MINISTRY PURPOSE: This position is responsible for overseeing and ensuring the quality and intentionality of internal and external communications and supporting Christ Community Church's mission of "Helping All People Find Freedom in Following Jesus."

MINISTRY QUALIFICATIONS:

Character:

- A follower of Jesus Christ who is growing spiritually and serving as a leader within the body of Christ.
- Demonstrate a lifestyle and family life that is consistent in word and practice with the teaching of Jesus Christ. Consistently meets and strives to maintain the leadership character qualifications as outlined in 1 Timothy 3 "...above reproach, sober minded, self-controlled, respectable, hospitable, able to teach...filled with gentleness."
- Understand and embrace CCC's Mission, Vision, and Purposes for ministry in accordance with the Evangelical Free Church of America (EFCA) Statement of Faith.
- Possess an inspirational and influential personality that enables and encourages effective collaboration and communication amongst ministry leaders, support staff, and volunteers.
- Advance CCC's culture of grace seeking unity in the essentials, charity in the nonessentials, and exalting Christ in all things.

Competency – Skills:

- Creative: Ability to think out of the box and design communications that get the attention of the culture, the church, and the community.

- Organized: Ability to handle multiple projects and assignments while managing time and meeting deadlines.
- Skilled Communicator: Ability to naturally translate concepts and communicate clear messages through various medias.
- Influencer: Ability to connect and influence others to jump on board and adopt new ideas and concepts.
- Strategic: Ability to see the big picture and design systems that make all the pieces fit together.
- Leader: Be a vision caster as well as a vision carrier with the ability to steer the tone and messaging of the vision to diverse audiences.
- Discerning: Ability to exercise exceptional judgment, an innate sense of culture and community, and maintaining professionalism and confidentiality at all times.

Chemistry – Relational Abilities:

- Appreciate the God-given personalities and spiritual giftedness of others exercising both a spirit of discernment and deference.
- Understand the unique discipleship and logistical needs of a growing church community.
- Exceptional degree of discernment, judgement, critical thinking, and problem solving as well as the ability to maintain the highest degree of confidentiality.
- Resolve relational and professional conflicts quickly extending and receiving forgiveness.
- Confidence in making difficult decisions while realizing that people are more important than programs.

Job Responsibilities:

1. *Communications*

- Maintain open and frequent communication with the Leadership Team, Ministry Staff, Support Staff, and Volunteer Teams.
- Oversee communications, including print graphics, website management, and social media while maintaining consistency of branding across all formats.
- Develop and maintain a comprehensive Communication Plan to include sharing the stories of CCC and our ministries.
- Assist Ministry Staff in communicating stories of life changes to cast vision in conjunction with the appropriate Ministry Leader.
- Stay current on emerging trends in communications, ministry, marketing, technology, and design.

2. *Website*

- Lead efforts related to the maintenance, updating, and rebuilding (as necessary) of CCC's website.
- Work proactively to ensure CCC maintains an effective presence on the web including style/preference, search engines, and new technology.
- Coordinate webpage maintenance to ensure that new, consistent, and current information (i.e.: articles, links, stories, events, and notifications) are posted and updated regularly.

3. *Promotions*

- Develop systems to organize, prioritize, and communicate promotional items related to CCC.
- Create communication strategies to market, inform, and promote teaching series, special events, community outreach events, and other campaigns as assigned.

4. *Social Media*

- Manage social media presence for CCC including, but not limited to, Facebook, Twitter, Vimeo, YouTube, and Instagram.
- Manage on-going social media messaging and communication.
- Establish and maintain followings on various social media outlets.
- Create and update Social Media guidelines and educate staff annually in partnership with the HR Director and the Leadership Team.

5. *Design and Brand Management*

- Network and manage graphic design work that is produced by paid staff, independent contractors, or volunteers.
- Manage the creation and consistency of internal and external signage.
- Develop ministry partnerships with external vendors.
- Monitor the look and feel of promotional materials representing CCC.
- Create policies and style guides related to the branding and marketing of CCC and related entities.

6. *Media Relations*

- Assist with creating and fostering positive relationships with local media.
- Assist in the development of policies and procedures related to media relations.
- Partner with leadership during crisis communication events and critical situations.

7. *Other Related Duties*

- Responsible for the development, oversight, and management of the

- Communications budget.
- Attend weekly Ministry meetings, monthly All Staff meetings, and other meetings as needed.
 - Perform other related duties as assigned by the Executive Director of Operations.

MINIMUM QUALIFICATIONS:

Education: Bachelor's Degree in Communication, Marketing, Public Relations, Graphic Design, Journalism or related field.

Experience: Three years of related work experience providing support in the development, design, and production of various communications components to include the supervision of others or the equivalent combination of education and experience. Experience working in a church of similar size and culture to CCC is preferred.

Skills: Ability to generate and implement new, creative ideas in alignment with CCC's mission, vision, and values. Ability to organize and initiate work with minimal supervision. Experience with MailChimp, Facebook, Instagram, YouTube, and emerging social media networks. Exceptional and professional verbal, written, electronic, and interpersonal communication skills. Ability to prioritize and manage multiple projects and adapt production timelines to changing conditions. Ability to establish and maintain positive internal and external working relationships. Exceptional degree of discernment, judgement, critical thinking, and problem solving as well as the ability to maintain the highest degree of confidentiality and professionalism at all times.

Physical Requirements: Periods of time spent sitting, standing, walking, kneeling, bending and stooping. Mobility to move from one office area to another within the Church campus and to off-Campus locations. Light lifting up to 15 lbs. and light carrying up to 15 lbs. Ability to reach above shoulders, to extend arms and reach. Manual dexterity sufficient to type, operate general office equipment and to file. Specific visual acuities include close vision, distance vision, color vision, depth perception and the ability to adjust focus.

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