Job Description

Job Title: Communications Director (Part Time)

**Position Summary**

The Communications Director will be responsible for providing leadership, vision, and support in the development and implementation of communications at Community Heights Church. The goal of the Communications Director role is to support the teaching and discipleship ministries of CHC by handling all internal and external core messaging with excellence in both content and presentation. This person will oversee anything people "read, touch or click". The Communications Director will plan, create, implement, and organize effective communications messages and strategies to both church and community audiences. Successful church communicators seek to create channels of communication to connect people to the church and help them take their next steps towards Christ.

**Job Demands**

1. 5-10 hours per week expected
2. Collaborate with the Lead Pastor to maintain consistency across series promotions, design projects, and all materials representing CHC.
3. Ensure that CHC maintains an effective, current presence on the web; additionally, build followings and manage ongoing messaging and communication strategies on social media outlets.
4. Develop and implement effective internal communications to CHC congregation through effective use of bulletins and website information.
5. Develop and implement and manage effective external communication strategies to our community, and prospective guests through effective use of advertising and promotional initiatives, signage, web, and other applicable channels.
6. Work with ProPresenter Worship Service Software for Sunday morning services.
7. Collaborate with Lead Pastor and Production Leader to create weekly sermon postings to social media.
8. Attend staff meetings ready to provide valuable input.
9. Other duties as assigned by the Lead Pastor.

**Qualifications**

1. A clear testimony of faith in Jesus Christ and a vital, growing personal relationship with Him.
2. Commitment to moral purity.
3. Commitment to the mission and vision of Community Heights Church.
4. Punctuality in completing assigned tasks.
5. Excellent people, leadership, and organizational skills.
6. Must be a people-oriented team player, and be able to educate and organize.
7. Proficient in writing and communicating.
8. Able to manage details, multiple projects and tight deadlines.
9. Comfortable using social media platforms (Facebook, Twitter, Instagram, etc).
10. BS/BA degree in a communications/marketing related field preferred.
11. Skilled in Photoshop, Adobe Illustrator, and ability to manage online web-based platforms
12. Able to learn new technology or programs as they develop.