

The Director of Communicatoins supports the Mission of Emmanuel Christian Center by overseeing all aspects of internal and external communications.

The ideal candidate will have a bachelors degree in business, marketing, or communications. This unique position requires execution of communications best practices, while carrying them out in a manner consistent with the Core Values of Emmanuel Christian Center and a drive for standards for excellence. This is a full time position that reports to the Pastor of Creative Ministries.

**Essential Requirements:**

- Bachelor's degree or equivalent with focus on business, advertising, marketing, etc.
- Ability to work and serve well in partnership with other ministry leaders utilizing highly developed interpersonal, communication (written and verbal), business acumen and leadership consultation skills.
- Minimum three years' professional experience in a related field.
- Experience developing communication strategies.
- Demonstrated ability to multi-task and perform high quality, detailed work with minimum supervision.
- Demonstrated ability to develop a team, and work well with other departments.
- Proficiency in the Microsoft Office suite. Basic knowledge of the Adobe Creative Suite.
- Minimum three years' experience with industry best practices; including processes, procedures and tools
- Must be committed to learning and developing personally and professionally.

**Other Requirements:**

- Must be committed to making Emmanuel Christian Center your church home, the place where you worship and serve.

**Essential Responsibilities:**

- Oversee the communications department.
- Oversee, build and manage communications systems.
- Build relationships with departments and campuses to eliminate information gaps and bottlenecks.
- Manage the content on all social media platforms, including the church website.
- Develop communications strategies for all internal and external communications.
- Equip departments and campuses with strategies for communications and marketing.
- Develop and execute marketing plans for all House events.
- Develop a communications team of volunteers to assist with weekly needs.
- Manage the Communications Department employees.
- Work alongside of the weekend team to ensure key messages are being communicated properly.
- Manage the communications requests from departments so that they are executed in a timely manner.

**Essential Qualities:**

- Humility
- Hunger
- Multiplication minded

- Smart with people

*I've read and I understand the duties and responsibilities of this position.*

Signature \_\_\_\_\_

Date \_\_\_\_\_