

## **JOB AUTHORIZATION**

### **Director of Communications**

The Village Church is a multi-generational church committed to forming a Christian community around Jesus Christ to join God's mission in everyday life. We want to follow Jesus, love and serve one another, and make new disciples in our community and around the world. As a community of faith, called, saved, and made holy by God - Father, Son, and Holy Spirit, we desire to embody and share the good news of Jesus Christ. We believe this involves both participating in the good work God is doing in the world and helping others to get to know God themselves. We seek a gifted Director of Communication who not only has the desire to help us fulfill this mission but the technical skills to help us engage a diverse group of communities and individuals with varying degrees of connection to the church.

## **OVERVIEW**

The Director of Communications plans, organizes, creates, and oversees the communication strategy for church and community audiences using electronic and printed media. The Director will shape communication to support our mission to form Christian community around Jesus Christ to join God's mission in everyday life.

### **Requirements for all positions at the Village Church include:**

- A love for and deep commitment to the mission of the Village Church
- A love for the local church and an appreciation of Missional Theology
- Demonstrated excellence in verbal and written communication
- Strong interpersonal skills
- Excellent organizational and time-management skills
- Self-motivated and able to work in a fast-paced team environment where multi-tasking is the norm
- Computer proficiency including Microsoft Office programs and database management

### **Key Authorizations:**

#### **1. Strategy and Planning**

- a. Create and oversee an integrated, multi-layered system to ensure the church's message is spread internally and externally via the most effective media.
- b. Coordinate promotion of scheduled upcoming events. Encourage long-term planning.
- c. Monthly Meeting with Community Engagement to coordinate overall communication strategies for the church.
- d. Collaborates with all Ministry Teams and can periodically attend some church events for communication purposes.

## **2. Communication**

- a. Maintain and regularly update the church website, Realm News Feeds, and domain registrations.
- b. Prepare and send eBlasts and other electronic communications via Constant Contact and other media.
- c. Produce Sunday NEWS, worship bulletins, and bulletin inserts; edit submitted items.
- d. Produce and update weekly announcements for in-house TV's, in-person and livestream worship services.
- e. Develop and oversee social media accounts and delegate content production and maintenance to volunteer(s); coordinate with Community Engagement.

## **3. Publications**

- a. Produce informational brochures, the annual report, flyers, inserts, posters, yard signs, and banners for Session Ministry Teams, Deacon ministries, and events.
- b. Prepare advertisements for outside publications, g., newspaper and community online calendars.
- c. Support Session Ministry Teams with public relations guidance and reminders of deadlines and schedules.

## **4. Other duties as assigned**

### **Skills and Qualifications:**

- An active, vital, growing faith in Christ Jesus that can be expressed in an engaging manner.
- Bachelor's Degree in Communications, Public Relations, Digital Media/Writing, Marketing or related field
- Personal integrity, sensitivity, and caring that inspires confidence in others; the ability to maintain confidentiality.
- Excellent all-around communications and organization skills; the ability to read and write English and edit.
- Demonstrated experience managing a social media platform.
- Ability to manage the use and creation of design assets.
- Knowledgeable and/or proficient in WordPress software for website updates.
- Ability to use state-of-the art word processing and other software programs needed for required tasks.
  - Be proficient in the Adobe Professional Suite, Microsoft Office software suite, including Word, Publisher, Excel, and PowerPoint. Ability to use other software for church publications.
  - Proficient in the Realm database and eSPACE calendar systems, CANVA graphic design software, Planning Center for worship services, or the ability to learn them quickly.
- A background in marketing is beneficial but not required.

FULL-TIME POSITION: 32 hours/week

SUPERVISOR: Senior Pastor

DIRECT REPORTS: None

EMPLOYMENT CLASSIFICATION: Exempt

PAY SCALE: \$40,000 - \$45,000 - Commensurate with experience

EDUCATION: Bachelor's (Preferred)

# OF YEARS EXPERIENCE PREFERRED: 3-5 Years

BENEFITS AVAILABLE: (Health, Dental, Vision, FSA, PTO & Holidays. Retirement Plan, Life Insurance)

**TO APPLY FOR THIS POSITION, PLEASE CLICK THIS LINK BELOW:**

<https://villagepresbyterianchurchofnorthbrook.bamboohr.com/careers/23?source=aWQ9MzQ%3D>