**Communications Director**

**Westwood Christian Reformed Church**

**Overview:**

The Communications Director will partner with staff, council, ministry leaders and the Connect team to create, organize, plan, and implement effective and creative communication messages and strategies for church and community audiences in a timely manner.

**Qualifications:**

* Love for Jesus Christ and a commitment to expressing that devotion through creative communication and building effective relationships within and outside of the church.
* Proven track record of creating effective and creative communication and marketing materials in print and electronic mediums.
* Strong writing, editing and proofreading skills.
* Proven leadership, organizational and administrative skills, and the ability to work well with teams.
* Proficient with design and productivity software (i.e. MS Office, etc.).
* Westwood membership is a plus.

**Duties and Responsibilities:**

* Partner with staff, council, ministry leaders and the Connect team to create, organize, plan and implement effective and creative communication messages and strategies for church and community audiences in a timely manner.
* As a ministry partner, attend weekly staff meetings to be informed of leadership priorities and decisions, as well as for visioning and implementing communications.
* Train/coach staff, ministry leaders, the Connect team, and volunteers involved in communication activities.
* Oversee communications to ensure clarity, brand presence, and consistency.
* Maintain and update the Westwood website and social media accounts on a regular basis.
* Manage the church’s brand/identity. Create and implement a strategy for becoming more visible in the surrounding community.
* Remain current on creative communication and technological trends and look for opportunities to use this information to more effectively communicate with internal and external audiences.
* Prepare monthly reports and annual goals.

**Accountability:**

* The Communications Director is accountable to the Pastor, Personnel Committee and the Ministry Council. An annual Performance Review will be conducted by the Personnel Committee.

This is a part-time position requiring on average 10 hours/week.