

Director of Communications (Part-time): Job Description

- I. **Develop and Implement Effective First Impressions Strategies (3 hours/week)**
 - a. Cultivate and enhance the welcoming environment of Community Church for guests and newcomers by developing and implementing effective first impression strategies at the church and online
 - b. Collaborate with staff and volunteers, such as greeters and ushers, to engage with visitors at worship services, outreach events, and other church programming
 - c. Establish relationships with guests and newcomers and open lines of communication by obtaining contact information via in-print and digital mediums
- II. **Develop and Maintain Relationships with Guests and Newcomers (3.5 hours/week)**
 - a. Communicate with guests and newcomers via phone, email, and social media (2.5 hours/week)
 - b. Continue integration of new people into the congregation by scheduling and coordinating Newcomer Lunches three to four times per year and Connections Classes four to six times per year (Infrequent, calculated as 1 hour/week)
- III. **Staff Responsibilities (8.5 hours/week)**
 - a. Ensure worship service attendance and outreach event data is collected (in-person or via pictures) and entered into church management software (1 hour/week)
 - b. Attend weekly staff meeting (2 hours/week)
 - c. Generate monthly staff report (2 hours once per month, calculated as 0.5 hours/week)
 - d. Generate quarterly Attendance Concern Report for Pastoral Elders (6 hours once per quarter, calculated as 0.5 hours/week)
 - e. Review and update directory and Host Care Group assignments (6 hours once per quarter, calculated as 0.5 hours/week)
 - f. Collaborate with church staff and Council to consult on and review internal and external communications for accuracy, consistency with the vision and mission of Community Church Roselawn, and appropriate tone (Varies, approximately 1 hour/week)
 - g. Collaborate with church staff and Council on other tasks as assigned by the Pastor of Discipleship and Youth (Varies, approximately 3 hours/week)
- IV. **Volunteer Management (5 hours/week)**
 - a. Develop and implement strategies for connecting newcomers, regular attenders, and current members to volunteer and service opportunities (1 hour/week)
 - b. Manage volunteer database Google Sheet to track individual volunteers and volunteering metrics (0.5 hours/week)
 - c. Coordinate with ministry leaders to ascertain volunteer needs (0.5 hours/week)
 - d. Contact and secure volunteers according to their individual gifts and the needs of the ministries (3 hours/week)
- V. **Lead the Communications Team (8 hours/week)**
 - a. Coordinate with and support the Communications Team in developing and implementing communication strategies to ensure church and ministry information and updates are communicated across all platforms (2.75 hours/week)
 - b. Schedule and lead Team meetings at least once per quarter (3 hours once per quarter, calculated as 0.25 hours/week)
 - c. Create and implement a vision for expanding and improving the church's social media presence and methods of digital communication (5 hours/week)

Total: 29 hours/week maximum, actual hours worked must be submitted to the Church Administrator

Qualifications and Characteristics:

- I. Love for Jesus Christ and an eagerness to follow His example of servant leadership in all aspects of life
- II. Maturity in Christian character and discernment
- III. A team player dedicated to cooperative ministry on a church staff
- IV. A knowledge of and commitment to the Reformed faith
- V. Agreement and alignment with the Community Church Roselawn mission
- VI. A commitment to Christ and His church expressed through creative communication and building effective relationships within the church and with the community
- VII. Proven track record of creating effective and creative communication, both in print and digital mediums
- VIII. Proven leadership, organizational and administrative skills, and the ability to work well with teams
- IX. Excellent interpersonal and networking skills
- X. Able to be flexible in the work environment
- XI. Able to plan and meet deadlines
- XII. Able to take direction and correction
- XIII. Self-motivated and able to motivate others
- XIV. Proficient in the following:
 - a. Microsoft Office (namely Word, Excel, and PowerPoint; familiarity with Publisher preferred but not required)
 - b. Google Applications (namely Docs, Drive, Sheets, Slides, Gmail, Forms)
 - c. Facebook (particularly managing Pages and Groups), Instagram, and YouTube; other social media platforms preferred but not required
- XV. Familiarity with church management software or comparable software
- XVI. A willingness to engage in on-going learning about the latest social media changes and trends for evaluation and possible implementation
- XVII. Current membership at Community Church Roselawn or membership upon beginning position

Education and Experience

- I. Experience in managing people and projects
- II. Experience in working within a church, para-church or NPO/NGO environment
- III. Education and/or experience in Public Relations, Communications, or a related field preferred but not required