



**Team:** Communications

**Position Title:** Director of Communications

**Supervisor:** Director of Human Resources & Operations

**Employment Classification/Status:** Program Staff Full-Time, Exempt, 40 hours/week

**Mission:** *To make disciples of Jesus Christ for the transformation of the world.*

**Core Values:** Big Hearted, Spirit Led, Christ Minded, Bound by Love

**Position Overview:**

The Director of Communications is responsible for driving the overall vision for communications both within and beyond the church community. This person will develop and implement a comprehensive approach to communications that best utilizes her/his own gifts as well as those of the Communications Specialist and volunteer servants who help support this area of ministry.

**Essential Duties and Responsibilities:**

- Produce creative, effective, and efficient communications for use both with the Trinity congregation and in the community, with particular attention to developing materials that capture the interest and curiosity of non-churchgoers
- Create and maintain a style guide for Trinity communications
- Recognize, invite, lead, educate, equip and coordinate lay persons who are called to help the congregation in the communications area to fulfill our mission of making disciples of Jesus Christ for the transformation of the world
- Supervise, schedule, mentor, lead and work alongside the members of the communications team
- Collaborate with all church ministries and areas to create effective methods of communication to increase awareness and encourage participation in ministry opportunities (i.e. Trinity's website, social media, newsletters, bulletins, and speaking engagements)
- Support the Generosity Team in implementing communications for a Year-Round Generosity Plan
- Compile data and report team progress and updates to Director of HR & operations and, as needed, to the pastors
- Establish and oversee annual communications budget
- Participate in weekly staff team meetings and periodic staff retreats
- Recommend changes to policies or procedures to improve communications team and overall church operations
- Gather, organize and disseminate all communications including but not limited to: website updates, email distributions, Tuesday Word, Sunday bulletins, website updates and social media
- Incorporate best practices for business writing and marketing & meet ADA compliance standards
- Collaborate with staff parish to interview and hire new employees, conduct annual evaluations, and make recommendations on staffing issues within the communications area
- Model Christian character as evidenced by a life of prayer, spiritual disciplines, weekly worship, tithing and participation in the life of Trinity
- Exhibit dedication and investment in the mission, vision and core values of Trinity United Methodist Church
- Assist and perform other duties as assigned

**Education, Experience, and Certification Requirements:**

Required Qualifications

- Bachelor’s Degree required in communications or related area
- Experience with communications and/or marketing (3 years preferred)
- Supervisory experience (2 years preferred)
- Able to multi-task and lead members of a team with a diverse skill-set
- Able to inspect, diagnose problems and determine the best methods to correct them as well as anticipate future needs
- Exhibits strong leadership, problem-solving, self-starting and listening skills
- Team player mentality, but able to work independently and be self-directed and self-disciplined

**Spiritual Gifts** (God-given gifts valuable in completing job duties):

- Administration - organizing people and ministries efficiently
- Encouragement - encouraging others to grow in their faith
- Giving - sharing resources freely and joyfully
- Leadership - motivating and inspiring others

<b>Skill Requirements: (X = Required for job)</b>			
X	Typing/computer keyboard	X	Verbal communication
X	Utilize computer software	X	Written communication
X	Retrieve and compile information	X	Public speaking/group presentations
X	Maintain records/logs	X	Research, analyze and interpret information
X	Verify data and information	X	Investigate, evaluate, recommend action
X	Organize and prioritize information/tasks	X	Leadership and supervisory, manage people
X	Operate office equipment	X	Basic Mathematical concepts (add, subtract)
	Advanced mathematical concepts (fractions, decimals, ratios, percentages, graphs)		Abstract mathematical concepts (inference, formulas, equations, statistics)

<b>Physical Requirements: (X = Required for job)</b>			
X	Sitting for extended periods of time		Lifting/carrying up to 20 pounds
X	Standing for extended periods of time		Lifting/carrying more than 20 pounds
X	Extended periods viewing computer screen	X	Repetitive Motions
X	Walking		Pushing/Pulling
X	Reading		Bending/Stooping
X	Speaking	X	Reaching/Grasping
X	Hearing	X	Writing
	Other:		Other: