

Full Time Position

Director of Communications

REPORTS TO | Executive Pastor

CLASSIFICATION | Director



Vision

The Director of Communications will support Bridgeway Church by being responsible for overall communication. The Director will maintain the mission and vision of the organization through all written, audio, visual and digital communication, ensuring a communication culture that is of high quality, consistent in voice, and aesthetically in line with the adopted standards of Bridgeway Church.

Responsibilities

- Create and oversee a communication strategy for Bridgeway Church ensuring that all communication efforts are clear, consistent, effective, user-friendly and accessible to the body of Bridgeway and to ministry leaders.
- Work in collaboration with the Director of Connections and Program Development to manage and communicate the church-wide calendar of events, ensuring that items are being communicated on time.
- Create, educate and implement communication policies and procedures.
- Develop, train, oversee and care for a communications team of support staff.
- Direct the communications team, comprised of volunteers, paid staff and contract workers, who are responsible for everything people read, touch or click outside of the pulpit, including but not limited to:
website, verbal and digital announcements, videos (such as testimonies, promotions, sermon highlights, etc.), social media (including but not limited to, Facebook and Instagram), email communication, podcasts, sermon recordings, both audio and video in-house resources, signage, promotions, advertisements, informational prints, manuals and booklets, etc.
- Develop a strategy for growing Bridgeway's social media presence that is engaging and informative.
- Lead the communications team in creating and collecting photo and video content for social media, promotions and other communication needs.
- Ensure that website content is up to date with all events and information, periodically proposing updates to design and function as needed.
- Create and oversee any marketing and promotional campaigns as they arise.
- Attend appropriate staff meetings and events, as well as corporate church services and gatherings; help foster a culture of friends on mission amongst the staff and church body.

We exist to exalt Christ in the city through joyful satisfaction in Him! We value Gospel-Centrality and Word & Spirit. We are a diverse spiritual family of commissioned disciples, passionate worshipers, and heartfelt lovers of God and one another.

Qualifications

- Display a vibrant and spiritually robust personal relationship with Jesus Christ.
- Have proven experience leading a communications department within a local church context or similar.
- Have the spiritual gift of Leadership; able to recruit, train, nurture and deploy people.
- Possess strong organizational and team management skills.
- Be a high-level Communicator – able to effectively communicate with staff, church members, and the public utilizing many means and forms of communication (verbal, non-verbal, written, & oral). Able to be clear and direct in a polite, kind, and understanding manner (good interpersonal communication skills).
- Have the ability to adapt quickly and function at a high level while leading a ministry within a growing and increasingly complex organization.
- Be a team player who can also work on independent projects and tasks (self-directed and responsible).
- Be flexible, cheerful, and patient; enjoy learning new skills and adapting current (and creating new) organizational and administrative structures and procedures.
- Be willing to continue growing in the knowledge of your expertise, which could include conferences, cohorts, or other opportunities for continued education.
- Is technical—able to manage and utilize various IT and computer resources (word processing, general understanding of operating systems and file management, and use of social media tools).
- Able to joyfully embrace Bridgeway's larger Statement of Faith and align with Bridgeway's doctrinal beliefs and vision.
- Be an active covenant member of Bridgeway Church.

For consideration, please submit a cover letter and resume to: r.smith@bridgewaychurch.com