# Director of Communications & Publications

## Overview

Living into St. Michael's vision to transform hearts through Jesus Christ, the Director of Communications & Publications organizes, publishes and prints communication messages in a way that best reflects the priorities of the church.

Serving as communicator to the parish, staff and visitors, this position will provide high-quality and highest impact communications of existing church-wide and ministry programs in creative ways that will evoke a response from the congregation and community.

## Key Responsibilities and Duties

- Work in conjunction with the Administrative Assistant for weekly bulletin production for all services, funerals, weddings and events; posters for bulletin boards/sandwich boards/etc.
- Keep Website & Social Media platforms fresh, engaging and easy to navigate for all who visit the sites
- Constant Contact email set up for weekly communication to the congregation about upcoming events and Sunday worship
- Weekly website updates, consistent with current worship and event information
- Provide engaging ads, posters and announcements for upcoming services/events
- Provide A/V script & marketing slides for Sunday Worship & information screens throughout campus
- Sunday School & Worship livestream posted to St. Michael's YouTube
- Design/Update History Booklets/Membership Cards/Welcome Cards/etc. to be printed in house or sent to printer
- Unify & align all communications & publications of the church
- Network with other church communication teams, stay up to date on creative communications and technological trends to more effectively communicate with the community and congregation
- Photograph events of the church to ensure the story of the church is told well
- Educate staff/volunteers about procedures and processes for communicating church messages.
- Create and print marketing materials to advertise church events and ministries
- Manage St. Michael's brand identity to be used in all church communications,
- Maintain confidentiality and security of information

## Hours and Reporting

This is a full-time position. Compensation is commensurate with experience. Daily work location is St. Michael's Church during the hours of 9-4:30 (M-TH), 9-12:30 (Friday) and for Sunday worship/special events, but may require off-site work at times.
This position reports to the Director of Parish Operations.

## Attributes and Skills

- Personal commitment to Jesus Christ and pursuit of spiritual growth in the Christian faith, aligning with St. Michael's Statement of Faith
- Firm commitment to St Michael's Church and the vision of Transforming Hearts through Jesus Christ
- Strong communication skills – oral and written
- Proficient in writing/editing, graphic design (including Adobe Creative Suite), business software (Google, Microsoft office) and social media skills
- Ability to work with minimal day-to-day oversight
- Positive attitude and friendly demeanor
- Commitment to excellence in all tasks, Professional behavior in all circumstances
- Reputation for integrity and honesty
- Excellent planning and execution skills