

# COMMUNICATIONS MANAGER

Flatirons Church | Creative Team

## REPORTS TO:

Marketing Director

## CLASSIFICATION:

FULL-TIME//SALARY// NON-PASTORAL//ON-SITE//MON-FRI //INCLUDES HOLIDAY, WEEKEND, AND EVENING HOURS.

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## WHY THIS ROLE MATTERS

Flatirons isn't just another church, and this isn't just another job. We're building something that demands attention and drives action. If you have a desire to help build a "No Matter What, No Matter Where" culture that inspires others to follow Jesus, we want to hear from you.

### RAW AND REAL. FUN. INNOVATIVE

Flatirons Church isn't looking for just another Communications Manager. This role is for a strategic, high-level communicator. Flatirons is looking for a Communications Manager who can own strategic messaging, align ministries with creative, and handle public relations with confidence. If you're a skilled communicator, problem-solver, and strategist, this role is built for you.

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## WHAT YOU BRING

### PERSONAL QUALIFICATIONS:

- Submits their life to God and the authority of His Word.
- Models a commitment to developing the character of Christ.
- Understands and supports Flatirons' vision and values; filters decisions through that lens.
- Embraces key values integral to Flatirons staff culture: integrity, honor, mission.
- Exemplifies qualities core to Flatirons DNA: humility, vulnerability, authenticity, humor.
- Willing to take calculated risks or try unconventional ideas to yield impactful results.
- Committed to continual growth—spiritual, personal, and professional—and invests in the growth of others
- Uses humor and relational connection to lead well and build a strong creative culture.

### PROFESSIONAL QUALIFICATIONS:

- Bachelor's degree in Communications, Public Relations, Marketing, or a related field required.



- 3-5 years experience in communications, PR, account management, or strategic messaging.
  - Strong writing and verbal communication skills—able to craft clear, compelling messaging.
  - Ability to manage multiple projects and priorities in a fast-paced environment.
  - Experience with PR, crisis communication, or public messaging is a plus.
  - Strong understanding of marketing principles and communication strategies.
  - Ability to work across teams and align multiple departments around clear messaging.
  - Comfortable interfacing with ministry leaders, staff, and media professionals.
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## WHAT YOU'LL DO

### STRATEGIC COMMUNICATIONS & MINISTRY SUPPORT

- Serve as the strategic communications lead for ministry teams, ensuring clarity, consistency, and effectiveness across all platforms.
- Manage internal communications—helping ministries refine messaging, organize priorities, and execute their initiatives successfully.
- Act as the bridge between creative, marketing, and ministry teams—ensuring communication strategies are aligned and support church-wide goals.
- Work alongside the Marketing Director and Creative Team to ensure communication efforts are cohesive and strategically executed.
- Oversee messaging strategy and consistency across print, digital, and verbal communication.

### PROJECT & ACCOUNT MANAGEMENT

- Serve as the primary liaison between ministry teams and the creative/marketing department.
- Manage communication requests, priorities, and workflows—ensuring that teams receive strategic guidance and execution support.
- Work with the Project Manager to track creative asks, deadlines, and deliverables.
- Proactively streamline processes to ensure ministries can effectively communicate while avoiding misalignment or over-saturation of messaging.

### COMMUNICATIONS STRATEGY & EXECUTION

- Develop high-impact messaging for events, campaigns, and church-wide initiatives.
- Support verbal communication strategy—ensuring clarity in announcements, video scripts, and public messaging.
- Work alongside the Marketing Director to ensure all communication efforts drive engagement and effectiveness.
- Partner with digital, social media, and creative teams to ensure content is clear, concise, and on-brand.

### PUBLIC RELATIONS & PIO TRAINING

- Become PIO (Public Information Officer) trained, representing Flatirons in external communications as needed.
- Assist with crisis communication strategy and execution, ensuring the church's messaging remains clear and mission-aligned.
- Manage press inquiries and external messaging, working alongside leadership to ensure Flatirons' public voice is consistent.
- Develop and maintain relationships with media contacts, handling PR efforts for major initiatives and events.

## COMPENSATION & BENEFITS:

- **STARTING SALARY** \$70,000-75,000 – We recognize the value of your skills and dedication as we work together to bring the awesome life of Christ to a lost and broken world. Our salary range is designed to reflect your expertise and commitment to our mission.
- **HEALTH COVERAGE** – Enjoy peace of mind knowing you're covered. We offer 100% paid Health, Dental, and Disability Insurance for you and your family through Flatirons. You can also customize your coverage with optional buy-up options, including voluntary insurance coverages, ensuring you're supported in every aspect of life.
- **TIME OFF** – We believe in the importance of rest and renewal. You'll receive 3 weeks of Paid Time Off (PTO) each year to recharge, plus an extra week after Christmas services so you can truly unwind and spend time with loved ones.
- **RETIREMENT** – Your future matters as we work together to share Christ's love. Take advantage of our 403(b)-retirement plan with a generous matching contribution of up to 10% of your salary, so you can plan for tomorrow, today.
- **ACADEMY DISCOUNT** – We're committed to your growth of and the growth of your family. That's why we offer a tuition discount at Flatirons Academy to develop your kids' faith and knowledge.