

**Position Title:** Communications Director

**Reports To:** Executive Pastor

**Effective Date:** October 2024

**Status:** Full Time

**Position Summary:**

As a core part of the Central Support Team, oversee the church's overall communications strategy, manage digital media platforms, and implement essential support systems as the church expands to multiple locations. Leads various projects and ongoing initiatives. Recruit and manage volunteer teams to support the church's vision.

**Position Responsibilities:**

1. Communications Strategy and Leadership:
  - a. Develop, execute, and oversee all communication strategies to ensure cohesive and impactful messaging across all church platforms including website, social media, newsletters, and email campaigns.
  - b. Work on a team with the Arts Director and Graphic Designer and volunteers to achieve goals and maintain brand consistency.
  - c. Communicate through stories, videos, and other means to share the message of Christ and the transformation happening in people and at Prov as a whole.
  - d. Write and edit content for various channels to include Sunday morning announcements, working with volunteers and other staff.
  - e. Manage and run projects related to the launch of new Prov locations and the healthy growth of Prov.
  
2. Digital Media Management:
  - a. Lead and manage Providence Church's digital media presence, ensuring timely and relevant content updates across platforms (social media, website, app etc.) and engaging with the church community through digital outreach.
  - b. Work with volunteers and outside vendors to create engaging video content to communicate and engage people with the Gospel and help people grow in maturity in Christ.
  - c. Assist in meeting revenue goals for Prov rentals and West Chester Outdoor Advertising through communication efforts.
  - d. Oversee and implement technology platforms, including shared systems for internal communication (Google Suite, Planning Center, Rightnow Media), to streamline processes across multiple Providence Church locations. Manage vendor contracts and renewals for these systems.

- e. Be the primary contact with our partner, IT Edge, to develop and manage our staff and facility IT needs and policies and resolve problems as they come up. Collaborate with the Central Support Team.
3. Volunteer Team Management:
  - a. Recruit, train, and manage volunteers to support communication efforts across the church, building and empowering teams to accomplish the work of the church regionally.
4. Engage with all staff at retreats, staff meetings, and meet consistently with the Central Support Team and Executive Pastor.
5. Grow as a disciple of Jesus through ongoing spiritual formation practices, life group engagement, and mentorship.
6. All other duties as assigned.

**Essential Skills and Experience:**

- A mature Christian committed to the mission and vision of Providence Church.
- A clear testimony and ongoing spiritual growth.
- Proven experience in communications, digital media, or a related field, with a strong understanding of communication strategies and social media platforms.
- Experience managing operations and technology platforms, preferably in a multi-location church or organizational context. Experience and openness to using AI tools preferred.
- Strong project management skills, with the ability to lead and coordinate large-scale initiatives.
- Excellent written and verbal communication skills.
- Ability to recruit, develop, and lead volunteer teams.
- Organizational and leadership skills with attention to detail.
- Proficiency in using various communication, project management, and technology tools.
- Familiarity with church operations and an understanding of multi-location church dynamics is preferred. Planning Center Knowledge preferred.
- A bachelor's degree in communications, business, or a related field is required.
- An emotionally healthy lifestyle

**Desirable Gifts, Qualities, and Skills:**

- Spiritual Gifts: Leadership, Administration, Encouragement
- Passion for Christ and equipping the local church for Kingdom service
- Compassionate, relational, approachable, team player/builder
- Able to effectively recruit, train, and manage volunteer staff
- Experience with Google Suite, Canva, Mailchimp