



Position Title:	Communications Director	Supervisor:	Technology Director
Department/Group:	Operations Department	Hourly / Salary	Salary
Hours/week:	40	Typical Schedule:	Sunday-Thursday (hrs TBD)

Primary Purpose of Position	Support the staff departments through graphic design, branding & marketing, social media, and some website management.
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Essential Functions:

- Graphic Design: Completes graphics for in-house slides, website needs, ministry graphics, and print items.
- Branding: Works to develop and ensure the integrity of the EH brand.
- Social Media & Advertising: Participates in marketing efforts in collaboration with your supervisor.
- Teamwork: Collaborate with staff and their teams to help develop volunteers
- Website Management: Makes ongoing updates to the website and executes future website overhauls as assigned by your supervisor.

Job Requirements:

- Effective & relational written & communication skills for all areas of ministry.
- Effective skills in time management, organization, self-initiative, and working under pressure.
- Ability to adapt, flex, and shift in response to changing priorities, fluctuating deadlines, and interruptions.
- Experience working in a computerized office with word processing, database, spreadsheet, and web skills, sufficient to prepare correspondence, reports, materials, etc. with speed and accuracy.
- Willingness and aptitude to learn and use specialized computer programs and applications.
- Proficiency in web design and CMS platforms.
- Basic understanding or proficiency with source code.
- Proficiency with Adobe Suite or similar software.
- Ability to produce a variety of formats of both digital and print graphics.
- Great attention to detail.

NECESSARY FOR THE POSITION:

- Your first and primary responsibility is to cultivate your spiritual formation and display a growing relationship with the Lord made evident through vulnerability.
- A confessing Christian who holds to the ICFG statement of faith; supports the mission, vision, and values of the East Hill Church Family.
- Demonstrates a commitment to an ethical lifestyle appropriate for ministry per the EDCF employee handbook.
- An active member of EDCF or become a member within 1 year of hire.

PREFERRED SKILLS, QUALIFICATIONS AND EDUCATION:

- High School Diploma or equivalent.

PHYSICAL DEMANDS:

- Walking and/or sitting for up to eight hours daily, lifting up to 25 pounds, able to carry objects up and down stairs, office equipment operations.*

**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform essential functions.*

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date:	