

JOB TITLE | Communications Director

MINISTRY | Communications

REPORTS TO | Director of Ministries

STATUS | Full Time (salaried)

SUMMARY OF CONTRIBUTION

The Communications Director interacts with the ministries of Discovery Church to assure clarity and strategic implementation of ministry projects within the mission and vision of the core values and brand of Discovery Church. They also maintain the standards of excellence in design, brand, and creative execution in all print, digital, and social platforms for Discovery Church. Direct Reports include:

- Project Manager
- Creative Video Director
- Lead Graphic Designer
- Web Developer
- Production Manager/Admin
- Social Media Lead

RESPONSIBILITIES

- Gives pastoral leadership and guidance to the Communications Team and its volunteers
- Responsible for all communications (both print and digital collateral and ministry campaigns, including web, social media, TV, etc.)
- Responsible for policies and procedures regarding all communication requests, collateral, web, and social media content and design
- Responsible for all DC branded classes and their material & design (This is Discovery, Foundations of Faith, Finding Your Fit, etc.)
- Oversees all video projects for web, social media, weekend services, and events
- Works globally with campuses and ministries to maintain a "one church" look, feel, and language
- Works with the ministry creative planning teams to brainstorm and implement weekend services and other church events
- Works with communicators on their media pieces for messages
- Works with Senior Leadership Team to shape language and culture of Discovery Church
- Can serve as Host for multiple venues (TV, Video, Live services)
- Attends various weekly meetings and works with Senior Leadership and Ministry Directors to support ministry efforts

REQUIREMENTS

- Must be or become a member of Discovery Church and adhere to its core values and practices
- Must have a strong grasp on various marketing strategies
- Must have a strong sense of graphic design
- Must have excellent communication skills
- Must be able to collaborate with multiple personalities and group types
- Must have a high emotional IQ

ADDITIONAL REQUIREMENTS

- Bachelor's Degree or higher in related fields to communication, media, leadership, marketing, or 5 years equivalent experience.
- Proficient in Adobe Creative Cloud software
- Proficient in Word Processing software
- Experience in Public Relations and crafting press releases for local media
- Experience in Social Media marketing and tracking analytics
- Experience in managing marketing campaigns both internal and external
- Experience leading creative planning and brain-storming meetings.

BRIEF

The Communications Director of Discovery Church is a person that thrives in a changing work environment and loves to be involved in various projects at the same time. They love working with a team and finding solutions to problems that require a creative and win-win approach. They also love meeting deadlines and managing tight windows of execution. If you love to meet a challenge head on and find great solutions for everyone involved, this job is for you. This individual displays the competencies above but also exudes high character. This individual holds themselves to a biblical standard that is above reproach and honors God in their words and actions. They also work to achieve and maintain a high degree of chemistry within the ministry and organization. This individual loves to succeed with others and works each day to make the organization better.