

Trinity Church

Communications Director Position Description 2020

POSITION SUMMARY

The Communications Director will lead in setting the direction as well as the strategic implementation of all internal and external communications to consistently articulate and fulfill Trinity's mission and vision. This individual will be a creative, innovative, strategic thinker and a relational results-driven team leader.

Position Title: Communications Director

Classification: Part-Time, salaried, 20 hours/wk

Accountable to: Executive Director

Education: Bachelor's degree

Experience: 2 years minimum of experience in related field

QUALIFICATIONS

Personal

- A heart for the local church
- Emotionally healthy
- A growing relationship with Jesus Christ
- A passion to help others find and follow Jesus
- Integrity
- Servant
- Humble
- Teachable
- Intrinsically motivated
- Energized by People

Relational and Communication Skills

- Relates well to people in all life stages
- Ability to exercise patience and diplomacy with all people
- Ability to provide clear instruction and guidance
- Excellent verbal and written communication skills
- Attentive listener

Professional Characteristics

- Organized and able to manage multiple projects
- Collaborative
- Healthy work ethic
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SPIRITUAL GIFTS AND TALENTS

- Administration
- Teaching
- Leadership
- Exhortation

RESPONSIBILITIES

Leadership

- Develop goals and objectives for communications ministries at all levels in line with the mission and vision of the church in collaboration with Lead Pastor, Executive Director, Elders and staff
- Collaborate with key volunteers, pastoral and program staff to integrate events, programs and ministries church wide
- Development and management of the annual communications team including ministry budget, admin staff, and volunteer teams

Team Management and Development

- Recruit, train, develop and appreciate all CM staff and volunteers
- Attend weekly staff management team meetings and other staff functions as requested
- Identify, disciple and develop key leaders

Communications

- Oversee all communication platforms: web, app, mobile, visual etc.
- Collaborate with Lead Pastor and Worship Arts team for Sunday AM communications
- Develop and implement communication plans to keep staff and volunteers informed
- Responsiveness to communication demands which arise through personal interaction, email, text and telephone contacts
- Continually share the mission and vision for the church as part of equipping and developing CM volunteers and staff