



**Title:** Communications & Connections Director

**Status:** Full Time, Benefitted

**Campus:** Central

*Summary:*

Gospel Community Church is seeking to fill the role of Communications and Connections Director. The man or woman in this role will fulfill the following duties:

The Communications and Connections Director supports the mission and vision of Gospel Community Church (GCC) by providing oversight and leadership of our internal and external communications and connections (assimilation) at all locations of GCC. This role will serve all GCC locations as a central team member.

The Communications & Connections Director will perform all of his/her duties while helping to embody and set the staff and church culture of GCC. The GCC Staff is made up of Spirit-led, servant-hearted leaders who truly believe we are better together. Dependence on God, selflessness in service and leadership, and a collaborative approach to ministry are critical to the health of the staff team.

*Mission and Vision:*

Our aim is to **glorify God by making disciples who love God, grow in community, and reach out with the love of Christ**. Our vision is to see life transformation through the **gospel of Jesus Christ** in, and through, our church family and community.

*Qualifications:*

- Exemplary written and verbal communication skills.
- Two years experience working within communications, marketing, and/or church environment.
- Degree in Strategic Communications, Marketing, or related field is preferred.
- Working and developing knowledge of communications industry best-practices as well as church-specific strategy.
- Proven track record in leadership development, team leadership, and collaboration.
- Proven project management skills with the ability to lead multiple projects at a time across diverse teams.
- Attention to detail.
- Experience working with Subsplash/Web design software, Mailchimp, Google Drive, Vimeo, social media platforms is preferred.
- Graphic design experience (Canva / Adobe Suite)



## Communications

- Oversee overall communications strategy and calendar of Gospel Community Church including:
  - Creating clear internal and external communication
  - Utilizing social media (Facebook, Instagram, Vimeo, Spotify)
  - Maximizing user engagement and experience on website and app
  - Developing projects related to giving, special initiatives, events, etc.
  - Developing the weekly newsletter(s)
  - Producing all marketing and press relations
  - Planning, delegating, and/or creating all graphic designs, announcements, bulletin, photography, and sermon series art
  - Making sure all announcements and other Sunday morning communications efforts are implemented on time
- Oversee the development and mobilization (project management) of a communications team including paid staff, unpaid staff, and volunteers in the following areas:
  - Graphic Design
  - Photography/Videography (working in conjunction with Production Team)
  - Copy writing/editing
  - Social media content development
  - Web design/development
  - Newsletter and blog entries
- Maintain consistent communication and collaboration with ministry leaders and develop successful campaigns for their ministry needs (Fall Festival; global missions trips, etc.)
- Oversee creation of Annual Impact Report (December/January).
- Proficiency in utilizing Planning Center Online (PCO).

## Connections

- Create and oversee the entire connections (assimilation) process at GCC from church seeker to established member.
- Oversee connection card process and follow up.
- Oversee connection class and work with relevant elders and staff on the church-wide membership process.
- Work with other ministry leaders and staff members to create “on ramps” for congregants to get connected to groups, service opportunities, giving, and membership.

## Current Communication Practices:

- Post 3-4 times a week on Instagram.
- Post 20-25 stories a week on Instagram.
- Post 3-4 announcements a week on Facebook.
- Weekly announcements included in the church bulletin (for all campuses).

# **Gospel** COMMUNITY CHURCH

- Weekly Newsletter with announcements included
  - Central newsletter weekly
  - Bi-monthly and special newsletters per campus / department as needed
- Stage/Film announcements planned out and coordinated (GCR and GCCH).
- Sunday scrolling announcement slides updated on a weekly basis.
- Bathroom stall announcement slots updated.
- Update Linktree and app home page weekly with links and events
- Oversee Events page management
  - Coordinate with ministry leads and ministry assistants
  - Help craft and edit postings and auto-reply emails
  - Create graphics to coordinate with the event postings
- Oversee / coordinate additional media platforms (blog, podcast, video development, etc.)
- Provide sermon design slides and all on-screen graphics for Sunday mornings
- Edit/proofread whole-church communications (sermon notes, update letters, press release, etc.)
- Develop printed materials and displays as needed (interior/exterior signage, etc.)

To apply, email a cover letter and resume or CV to [info@gospelcc.org](mailto:info@gospelcc.org).