

Communications Director

Status: Part-Time, Salaried

Mission, Vision, Strategy and Values of Motion Church

Motion exists to help people move from where they are to where God wants them to be. We do this by helping people know God, find freedom, discover purpose, and make a difference.

Our vision is to impact the culture of our communities with the life-changing message of Jesus. We will be a key influencer in every community in which our people live and work, changing the culture and atmosphere to reflect the kingdom of God. We are a bright light in a dark world. We will champion the cause of the local church, globally. We will plant churches, campuses, and ministries in our city and around the world. We will be innovative, creative, and Spirit-filled in order to go beyond limitations in reaching every person with the message of salvation.

About This Role

The primary responsibility of the Communications Director is to lead in the creation of materials, systems, and strategies for all church communications. The broad scope includes announcements, social media, video production, web presence, print materials, external and internal promotions, and more. The Communications Director also coordinates the planning, implementing, and evaluating of the church's communications efforts as a way to relate the church's mission to make disciples of Jesus Christ.

Primary Responsibilities and Tasks of the Communications Director

1. Collaborate with the leadership team to identify priorities and determine direction for communications efforts based on the church's yearly calendar, goals, and initiatives.
2. Lead in social media and web presence strategy development and implementation and assist with producing digital content.
3. Collaborate across various ministry areas to create communications plans, produce communications materials and content, and support event promotion and other needs.
4. Identify and capture compelling personal stories from within the church and integrate the communication of those stories.
5. Establish standards and guidelines for the development and use of the Motion brand.
6. Create a strategy for the timing and nature of information to be communicated and share the strategy with staff.
7. Ensure high-quality and high-impact communications are created for internal and external audiences.

8. Recruit, train, lead, and develop managers, assistants, and volunteers to help implement communications strategies in social media, digital management, and marketing.
9. Develops and employs marketing strategy utilizing best marketing practices.
10. Provide innovative consultation on the best communications practices.

Strengths & Skillset

1. Exhibit a strong commitment to the Christian faith and making disciples of Jesus Christ.
2. Leader, big-picture planner, ministry partner, coach and motivator.
3. Able to exercise discernment and wise judgement.
4. Strong attention to detail and an eye for excellence.
5. Possesses creative problem-solving abilities and strong administrative skills.
6. Able to think strategically to capture the vision of ministry leaders when developing communications.

Your Team

This position reports to the Lead Pastor.

This position will develop a team underneath them to include but not limited to a Social Media Manager, Digital Content Manager, and Marketing Manager.

Personal Responsibilities

In addition to the responsibilities and duties of the role of Communications Director, this person is expected to participate in the life of the church, demonstrating support for the vision.

- A staff member is expected to participate in or lead a Connect Group each semester.
- A staff member is expected to serve on the Dream Team.
- A staff member is expected to point people to Next Steps.
- A staff member is expected to regularly invite people to church on Sundays.
- This is a part-time salary position.
- This position is required to participate in the weekly staff meeting.
- This position reserves a high level of confidentiality.
- This position requires a combination of organization and flexibility.
- This staff member is held to the standards outlined in the employee handbook.
- Staff members may be asked to show up early or assist with certain events outside of office hours.

Your Schedule

This is a part-time, salaried position around 15-20 hours a week with 2-3 days spent in the office and other days in a flexible working location. You may travel 5-10 nights per year for retreats or conferences.