



4220 Monterey Oaks Blvd.  
Austin, Texas 78749  
(512) 891-1600

## **Job Title: Communications Director**

### **Overview**

The Communications Director will provide strategic leadership to all internal and external communications at Austin Oaks Church. They are responsible for the creation, development and implementation of effective and clear communications in alignment with the mission, vision, and values of Austin Oaks Church.

### **Essential Responsibilities**

- Create and manage communication plans, processes, systems and tools.
- Strong understanding of website, social media, mobile, email, print, copy writing, graphic design, and video communications.
- Manage workflow and schedule of multiple communications channels simultaneously.
- Provide leadership and management of the communications team including staff members and contractors.
- Develop and document communication channel parameters, including content guidelines, content schedule, support tools, and accurate data.
- Proactively nurture solid relationships with internal communications points of contact.
- Contribute to ongoing process and efficiency improvement across all departments.
- Provide reporting to internal teams and adjust communication plans based on audience engagement.
- Provide supervision, coaching, and ongoing development to communications team staff.
- Support special projects as assigned.
- Attend all required events and activities including all staff meetings, prayer meetings, special events, etc.

### **Organizational Relationships**

- Accountability
  - The Communications Director is directly accountable to the Executive Pastor. This accountability is maintained through personal contact and through regularly scheduled meetings.
- Staff Relationships
  - The Director of Communication shall work closely with other members of the staff and shall work to maintain team camaraderie and mutual support.
- Congregation Relationships
  - The Director of Communication shall work with the AOC congregation in a positive, supportive, encouraging manner and report all suggestions and complaints to the Executive Pastor.

### **Qualifications**

- Be a committed follower of Jesus Christ and embrace the mission of AOC to help people meet, know and follow Jesus.

- College degree strongly recommended with focus on disciplines requiring extensive writing.
- Organized and able to manage multiple projects and see projects through from beginning to end.
- Effectively communicates both interpersonally and corporately.
- Excellent written and oral communication skills.
- Works well in a fast-paced environment.
- Committed to improvement, seeks constructive criticism, understands strengths and weaknesses.
- He/she shall demonstrate a commitment to and be in agreement with the Statement of Faith of the Austin Oaks Church of Austin and will become an active member of the church.

**Physical Requirements**

- Must be able to sit and type at a computer for extended periods of time
- Must be able to lift 20 pounds
- Must be able to stand for extended periods of time for teaching and training
- Must be able to speak fluent English