FOOTHILLS CHURCH

Title
Director of Communication

Purpose
The Director of Communication will coordinate with the staff of Foothills Church to lead all communication of FC.

Responsible to

Description of duties

- Development of a strategic communications plan to support the organization's mission, goals and objectives.
- Build and foster collaborative relationships with other departments within the organization to stay informed and abreast of new initiatives, products and service.
- Identify opportunities to support organizational initiatives and develop communications materials and programs to promote and publicize these activities.
- Lead in the development, implementation and management of internal and external communications efforts.
    - The 5, Newsletter, Service Guides, Social Media, Website, App, Video projects, Sunday Scripts, Advertisements.
- Coordinate and manage workflow of Media Dept for video, graphic, and web management.
- Oversee and mediate media request from ministry leaders.
- Oversee day-to-day operations of specific year-round communications.
- Ensure all communications including online content, program announcements and printed pieces are properly edited and proofed to match the FC Content Guidelines.
- Evaluate and measure effectiveness of communication tools and adjust.

Qualifications, skills, and gifts
- A strong and growing personal commitment to Jesus.
- Committed to values and vision of Foothills Church.
- Self-starter—able to motivate self to carry on sometimes difficult or thankless tasks.

- Team Player, Supportive of other church staff and volunteers, able to work with a large team of volunteers.
- Evidence of a Christ like attitude in words and actions.
- Organized and able to plan months in advance.
- Honesty, openness, acceptance, trustworthiness, truthfulness.
- Excellent communication skills, Project Management, Think Strategically.
- Well versed in social media.
- Experience in the field of communication.
- College degree in Business/Marketing.

Time Requirement:
- 40 hours
- M-F 9-5PM