



# COMMUNICATIONS DIRECTOR

*To commit and contribute to the mission, vision, and culture of Fellowship Alliance by giving leadership to the Communication Processes.*

## STATUS

**Salary, Full Time**

## REQUIREMENTS

**Skills:** Solution-side thinking, shines in a deadline-driven environment, highly organized and energetic, a self-starter, excellent communication skills: written, verbal, presentation, and interpersonal, organized manager of people and resources, process development, marketing, and brand-building skills, 'big picture' thinker (branding, messaging, mission, etc.), making the right things happen, familiarity with relevant technology, intuitive, confident, friendly, and professional

**Experience:** Communications, Administration, Project Management, Content Evaluation, People Leadership

**Education:** College degree preferred.

**Gifts:** Administration, Leadership, Helps

## RESPONSIBILITIES

### **Communications**

Help our communications be clear, effective and in get to people in plenty of time. Give leadership to the implementation of a clear and compelling communication process using print, verbal announcements, and digital communications (email, social, and web), drive the overarching vision, goals, and strategies of the Senior Pastor directly. (60%)

### **Office Management**

Provide strategic oversight and guidance for administrative operations while supervising the Office Coordinator. Focuses on optimizing office efficiency, implementing procedures, stewarding the business systems that foster a productive work environment, and manage CCB software for church directory, small group membership, event check-ins, etc. (20%)

### **Annual Planning Execution**

Develop and execute overall marketing and annual communications strategy. (20%)

## RELATIONSHIPS

**Reports To:** Senior Pastor, Seth McCoy

**Serves As:** A member of the Management Team, Staff Team, and Fellowship Alliance Chapel

**Oversees:** Art Director, Communications Coordinator, Graphic Designer, Office Coordinator

*As Fellowship Alliance continues to grow and expand, anyone accepting a staff position must understand that ongoing change will be a reality, and therefore must be flexible, open to challenge, & willing to move and grow with the church's vision in their role.*