

# ROLE DESCRIPTION

## DIRECTOR OF COMMUNICATIONS

Alexandria Covenant Church, located in mid-west Minnesota, is a dynamic and growing church with an average of 750 people attending the weekend services. The mission of the church is to be a witness for Jesus Christ in the world, telling people about Him everywhere. The Communications Team exists to tell the story of what God is doing in and through our church and to put Jesus on display.

This position is responsible for execution of all aspects of communications and marketing while focused on leadership and team development.

### KEY RESPONSIBILITIES

- Proactively develop strategies to clarify and communicate the weekly messaging of the church.
- Oversee all print and digital materials deemed helpful to the church.
- Manage and develop church digital communications such as website, church app and social media platforms while creatively building a following.
- Develop systems to solicit information from church leaders, consolidate, prioritize and communicate promotional items in a timely manner.
- Establish and maintain quality standards for branding and all church communication including weekly church-wide emails, Sunday slides, etc.
- Create and implement a strategy for becoming more visible in the community.
- Demonstrate leadership capabilities by identifying, enlisting and developing a team of communication ministry volunteers.

### QUALIFICATIONS AND REQUIREMENTS

- Be born-again and living a dedicated Christian life.
- Ability to work independently, with multiple people on staff while exercising confidentiality and discretion.
- Values teamwork, collaboration, flexibility, and accountability.
- Prior graphic design experience desired.
- Familiar with Adobe software suite.
- Current knowledge of communication strategies, graphic design trends and design standards so that those elements might be implemented into serving the church.
- Work with a servant's heart while extending patience and grace.
- Typically work Monday-Friday with weekend availability.

### BENEFITS

- Full time, salary position
- Paid health insurance for individual with option to add family members
- Workers Compensation Insurance
- Paid vacation and sick leave
- Paid holiday time off
- Professional Christian Counseling Services at no cost to employee

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of employees. Alexandria Covenant Church leadership reserves the right to revise the position, its job functions, minimum qualifications and other aspects of the position in any way at any time.