



## **GRACE COMMUNITY CHURCH**

### **Communications Director**

#### **About the Role**

Grace Community Church is seeking a Communications Director who will develop and oversee the communications strategy, as well as lead the communications / digital ministry at Grace. S/he will play a critical role in creating and maintaining Grace's "virtual campus" (ie Grace's online presence), and sharing what God is doing through and at Grace Community Church. The Communications Director will also work closely with Grace's leadership in creating and executing an internal communications strategy.

#### **About Us**

We are a mega-church where relationships are everything. We believe the Gospel deeply, so we relate and work together in ways that express our ongoing need for Jesus. Our pastors are accessible, thoughtful, and steadfast. Our welcome is intentional and engaging. Our members are generous and sincere. We're a church with a mission to meet people where they are and to help them take the next step in following Jesus. That means we care for people by meeting all kinds of needs. We love stories. We celebrate like crazy. We make disciple-makers, and we show up to do good in our community and in the world...all in the name of Jesus.

By God's grace, we continue to grow numerically, multi-ethnically, and intergenerationally. We have God-sized dreams to reach more for Christ, but we won't sacrifice relationships or thoughtfulness to do it. Could God be adding you to our highly collaborative, relational, Gospel-centered, Grace staff team?

#### **About You**

You are an established communications leader who enjoys working closely with other leaders to accomplish a goal or project. You have had experience working in a multicultural context and bring a unique perspective to the body and staff. You are able to see the opportunity that this current pandemic has presented for a more robust and creative digital/online church experience, and are excited about this challenge. You are able to think strategically and see the big picture, and able to bring different teams and people together. You have a heart for reaching more people with the gospel and are excited about being on the front lines of Grace's mission - creating disciples who make disciples. You are someone who enjoys helping and seeing projects through to the end. You take initiative and solve problems when you see them, even without being asked. You like to learn and grow - whether in different skills / technology / concepts.

Most importantly, you believe the gospel is the most important message ever, so the task of inspiring people with stories of Grace from God is exciting, life-giving and precious. While you could work anywhere, using your gifts for God's Kingdom gives you more joy and fulfillment.

## **RESPONSIBILITIES**

- Manage, hire, and lead the communications department with a strong vision and strategy (Marketing Associate - to be hired & Graphic Designer)
- Create, implement, and oversee the internal communications strategy for Grace staff, working closely with Grace's leadership team.
- Develop and execute the overarching Grace Communications strategy (communicating to the members, body, and community) and supervise ministry-specific marketing plans/promotions.
- Create consistent communication with the body and community through various communication touch points.
- Create a strategy to foster and create community through online engagements and campaigns.
- Oversee Grace's digital presence, including Grace's website, app, and social media platforms; create strategies to engage our existing body as well as grow Grace's following/online body.
- Work closely with the Creative Team to find and tell stories of impact throughout our body/community.
- Establish and maintain Grace's branding & style guide.
- Provide communications counsel and leadership during crises, including writing and distributing statements and important updates from the church.

## **SKILLS & QUALIFICATIONS**

- Degree in communications, marketing, or related field; 5-7 years experience in communications / marketing
- Excellent written and oral communication skills
- Attention to detail across all media (written, graphic, film, etc)
- Well-versed in the main digital/social media platforms including YouTube, Facebook, Instagram (organic & paid outreach experience preferred)
- A strong understanding in website best practices and experience managing a website / proficient in wordpress

## **COMPETENCIES**

- Able to take projects from beginning to end.
- Able to juggle multiple projects and meet deadlines.
- Action-oriented, displaying focus, passion, and initiative.
- Interpersonal Skills: Relates well to all kinds of people by listening and negotiating, builds effective relationships and teams, collaborative.
- Project Management: Organized, Attentive to detail, Ability to manage multiple projects.
- Committed to improvement, seeks feedback, understands strengths and weaknesses.

## **RELATIONSHIPS**

- Manages the Comms/Marketing team: Graphic Designer and Marketing Associate.
- Works in partnership / in support of all ministries at Grace

## **To Apply**

Interested? If so, please send your resume to [jobs@gcconline.org](mailto:jobs@gcconline.org). In your cover letter, tell us how your experience, passions, and heart are uniquely aligned with the team and mission of Grace.