

Director of Communications & Media

Part-Time, Hourly Position

\$xx.xx / hour



MONTVALE
EVANGELICAL
FREE **CHURCH**

Overview:

The Director of Communications and Media will revolutionize the digital & physical presence of Montvale Church, enhance our congregational communication and extend our reach through web, print, video, and social media. This person must be called, gifted and passionate in this area and a team player. This position will be held accountable to the Pastors and Office Manager. This is a part-time, hourly position with a max of 15 hours per week.

Responsibilities:

- Website:
 - Oversee the creation, maintenance and updates of a dynamic Montvale Church website to engage our church and community. One of our main goals is to encourage people to take Next Steps in their faith; the website should reflect this.
- Social Media:
 - Develop, implement and oversee social media to extend Montvale Church's reach. This includes but is not limited to; Facebook, Instagram, Twitter, Snapchat. The Director of Communications & Media will study social media algorithms to construct a posting schedule to follow that will be effective.
- Print Media:
 - Serve as the hub through which all things in print will flow. This will be done in direct communication with the Office Manager.
- Branding & marketing:
 - Oversee all branding and marketing for Montvale Church to the community. Monitor the use of logos, and all promotional materials representing the church. Ensure that all postings, whether printed or digital, are branded appropriately and meet quality standards.
- Creative catalyst:
 - Enhance the look of all promotional and print materials. Through the collaborative process with staff, research and improve communications to promote Montvale Church in the community and with our community partners.
- Utilize expertise to assist Montvale Church to tell our story, celebrate our milestones and honor God's goodness.
- Participate in weekly staff meetings.
- Work with various ministries helping them to develop communication plans to mobilize their specific audiences to respond.
- Develop, communicate, and enforce policies pertinent to church communications, eg, Event Promotion Policy timeline, etc.
- Maintain supportive working relationships with staff, ministry partners, and volunteers through close collaboration and proactive communication.
- Perform other duties as needed or assigned.

Job Requirements:

- Have a personal relationship with our Lord Jesus Christ and be dedicated to growing in His love and being a living example of His teachings. Be an example of God's love to all who enter the facility.
- Committed to the values and mission of Montvale Church.
- Strong verbal and written communication skills
- Strong editing and proofreading skills
- Proficient in graphic design software, video editing, and ProPresenter.
- Excellent organizational and leadership skills.
- Good analytical/critical thinking skills.
- Exhibits a team-oriented mindset. Cooperative and collaborative towards accomplishing the church's ministry.
- Detail-oriented: quality and precision-focused.
- People-oriented: values working with others and helping people.
- Able to multi-task and consistently meet deadlines.
- Ability to adapt and be flexible.
- Personal desire for excellence in work.
- Positive attitude towards church, staff, members and public.
- Be disciplined and diligent with time management, completing required tasks in a timely manner.
- Ability to speak fluent English.