Communications director

**Job Title:** Communications Director

**Job Classification:** Full-time

**Reporting to:** Service Programming Pastor

**Job Description:** The purpose of the Communications Director will be to manage the entire Bethlehem Church brand and all communication channels including website, mobile app, print, social media, church event promotion, and public relations. The position is also accountable for the communication budget and as well as managing staff responsible for executing priorities.

**Key Responsibilities:**

* Maintain consistent brand design for all Bethlehem Church digital and print media
* Series graphics and treatments
* Graphic art design for ministry events and branding.
  + Website & App - Content, Management, and Development
* Work with all ministry areas to ensure up-to-date content and media.
* Continual development of Bethlehem’s website to ensure clarity and creativity.
* Marketing
  + Create and design outward/inward-facing marketing strategies including but not limited to billboards, mailers, social media, etc.
* Teaching Notes/Graphics
  + Load message notes and scriptures - ensuring excellence and consistency across all GFX machines.
* Create any requested graphics to be used for teaching illustrations
* Oversee the execution of teaching pastor’s notes in rehearsals and during services
* Manage confidential and sensitive information with discretion
* Strong written and oral communication

**Spiritual Criteria:**

* Professes Jesus Christ as Lord and Savior
* Commitment to personal spiritual growth
* Models standards and expectations of leaders within Bethlehem Church
* Attends Bethlehem Church

**Experience:**

* Bachelor’s degree required
* Minimum of 5 years’ experience developing communication strategy, social media, graphic design/marketing, on-line or digital marketing communications