



Grace Covenant  
An Evangelical Presbyterian Church  
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## *Director of Communications*

### *Job Description*

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Supervisor: Director of Operations

Hours: Part Time (flexible)

#### **Job summary**

The role of the Director of Communications is to oversee the church communication strategy of Grace Covenant. This person will lead all components of communications and marketing to add inspiration, motivation and clarity so that people may connect to Grace Covenant's community, vision and mission.

#### **Execution of a comprehensive communication strategy will include:**

- Graphic design, social media, and church-wide email campaigns
- Maintain church website and church app
- Manage an accurate communications calendar for scheduling priority messaging
- Oversee Sunday morning announcements
- Coordinate photography team for capturing events and people

#### **Necessary Gifts, Skills and Character:**

- Digital native with passion for intergenerational involvement
- Excellent oral and written communication skills
- Technical aptitude including:
  - Graphic Design
  - Social Media Management: Instagram, Facebook, YouTube, etc
  - Email Marketing: Constant Contact
  - Website management
  - Branding and print advertising
- Passionate follower of Christ with a clear testimony and ongoing spiritual growth
- Godly character lived out with integrity in daily life
- Able to effectively involve and utilize volunteers
- Cheerful team player with a "can do" attitude

#### **Desired Experience and Shared Values:**

- Relevant experience in communications and graphics
- Full agreement with the Essentials of the EPC (<http://gracecovenantepc.org/our-beliefs> )
- Align with our Vision, Mission and Values (<http://gracecovenantepc.org/our-vision> )

Interested? Please send your cover letter and resume to [opportunities@gracecovenantepc.org](mailto:opportunities@gracecovenantepc.org).

More information about Grace Covenant is available at [www.gracecovenantepc.org](http://www.gracecovenantepc.org).