



Grace Covenant
An Evangelical Presbyterian Church
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Director of Communications

Job Description

Supervisor: Director of Operations

Hours: Part Time (flexible) 12-15 hours/week

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 inspire, motivate and connect people 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
- Design and implement both digital and physical promotional materials for various events
- 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
- Curate processes for communications flow (promotion policy and request forms, streamline communications tools, scale promotions to congregation or community at large as needed)
- Where necessary, train or teach other staff or members of the congregation to use communications tools to empower them to fulfill their own communication needs

Necessary Skills and Character:

- Digital native with passion for intergenerational involvement
- Excellent oral and written communication skills
- Aptitude in communications/marketing applications:
 - Graphic Design: Canva
 - Social Media Management: Instagram, Facebook, YouTube, etc
 - Email Marketing: Constant Contact
 - Website and app management: Wordpress, GoDaddy, PushPay/ChurchStaq
 - Branding and print advertising

Prior experience with these tools are a plus, but not required. We are looking for someone who is adept and eager to keep learning new technology

- Able to involve and utilize volunteers effectively
- Cheerful team player with a "can do" attitude
- Ability to work independently and open to trying new solutions and strategies

Desired Experience and Shared Values:

- Follower of Christ who is a growing Christian
- Godly character & integrity
- Full agreement with the Essentials of the EPC (<http://gracecovenantpc.org/our-beliefs>)
- Alignment with our Vision, Mission and Values (<http://gracecovenantpc.org/our-vision>)
- We prefer this position be filled by a person who makes Grace Covenant their home church, but not absolutely required. Weekly staff meetings are required and meet on Wednesday at 10 AM.

Why work for Grace Covenant?

- Be a part of a great intergenerational team that's energetic, mutually supportive, hardworking, and fun-loving!
- Be spiritually supported by our church through prayer, staff training, and a caring congregation.
- Gain practical skills and experience in social media campaigns, such as running paid ads—tools which are becoming increasingly important in the job market
- Grow in valuable skills such as: leadership, teamwork, project management, marketing strategies, operational strategies, and more!
- Flexible schedule which fits nicely with other responsibilities such as schoolwork, another job, or family responsibilities.

Interested? Please send your cover letter and resume to opportunities@gracecovenantpc.org.

More information about Grace Covenant is available at www.gracecovenantpc.org.