The Arbor Church
Communications Director Job Description

About Our Church
At The Arbor Church we are people becoming rooted together in Jesus and bringing abundant life in our community. We are a historic church experiencing revitalization as we pursue deeper and stronger relationship with Jesus, one another, and our community to help everyone experience transformation by the Holy Spirit. The mission of the church speaks to our passion to be an outward-focused body reaching lost people with the hope of Christ. We are motivated by our core values of being Spirit-moved, truth inspired, kingdom minded, joy-filled, and seeing everyone valued, and we want this to permeate our worship gatherings.

Qualifying Gifts, Skills, and Knowledge
First and foremost, the Communications Director should be continually growing in love for Jesus Christ and people, and should also be willing to invest in the mission of the church. This includes participating in the life and discipleship growth path of the church. The Communications Director should be self-motivated, detail-oriented, and good at writing and curating content that is inspirational, relevant and informative.

Responsibilities
- Promote church events to the congregation and the community
- Manage the church website, church app, and social media sites
- Weekly e-news and church-wide email communications
- Create and print church communications materials and signage (graphic design)
- All responsibilities related to communications within the church

Other Duties
- Coordinate videography & photography
- Coordinate graphic design of sermon series', events, etc.

Application Requirements
- Cover letter
- Resume
- Reference (3)

Position Details
- Part-time Hourly

Www.arborchurch.org