

Communications and Media Director

(Full Time or Part Time)

The **Communications and Media Director** fulfills Church of the Resurrection's mission "to know Christ and make Him known" by overseeing all internal and external communications and media platforms of the church and its ministries.

The priority of the staff at Resurrection is to love Jesus and cultivate a heart for Him and His people to fulfill the mission to know Christ and make Him known. Seeking to become more like Christ in who we are and what we do is the foundation upon which we serve to make Him known. As a staff, we strive to model everything we teach about knowing and following Christ, growing in faith and character, loving our neighbor, receiving healing, resolving conflict well, and serving with excellence, joy, and gladness.

POSITION SUMMARY

The Communications and Media Director oversees and is responsible for all written and electronic communications and publicity for Church of the Resurrection (COTR) and supports the rector and staff as well as church ministries by assisting to communicate the gospel through media in creative and innovative ways. This position also works closely with the Sunday Technical Director to ensure production of services runs smoothly. The director maintains and updates the COTR website along with the COTR app, oversees development of weekly bulletins, inserts, e-news, videos, and all social media related to the church.

KEY RESPONSIBILITIES

- Oversees, updates, and upgrades all website and application communication on a daily/weekly basis, including uploading sermons/videos, and updates photos and graphics regularly to reflect current ministries, people, and priorities.
- Develops written communication such as Sunday bulletins and inserts, e-news, Res news, special events communication, quarterly program brochures, and an annual report brochure.
- Responsible for all worship service projection including announcements, projected liturgy, music, and videos as well as for video/slideshow presentations throughout the year for various church activities.
- Develops and implements an approved social media plan.
- Designs innovative graphics and logos for individual ministries and sermon series.
- Works closely with the church administrator to develop, maintain, and update the all-church calendar in conjunction with rector and staff.
- Responsible to obtain updated photos of events, services, and church activities and to implement a plan to share them with the congregation throughout web and media platforms.
- Oversees copiers and printing work for the church.

- Regularly researches best practices and creative uses of media from other churches.
- Assists in developing a communications and media budget.
- Participates in staff meetings and ministry planning as a member of staff.

POSITION REQUIREMENTS

- A clear, personal, mature, articulate relationship with Jesus Christ expressed in a personal, corporate, vibrant, and infectious life of worship.
- Ability to work collaboratively toward a team vision.
- Ability to establish a joyful and organized workplace for staff and volunteers.
- Demonstrated success in situations which require initiative and an entrepreneurial spirit.
- Excellent organizational skills and orientation to detail.
- Excellent written and verbal communication skills.
- Experience and skills in graphic design to communicate the gospel effectively and creatively.
- Proficiency with Microsoft Office Suite, Mac OS, InDesign and Photoshop, Pages, Audacity, as well as other web-based software, including Subsplash media and CCB database management. Knowledge of ProPresenter is a plus.
- Strong time-management, multitasking abilities, and self-starter skills.
- Bachelor's degree or equivalent experience in related job activity.
- Satisfactory background check and references.
- Agreement with ACNA, Diocese of Mid-Atlantic, and Resurrection theology and policies.

SALARY AND BENEFITS

Salary and benefits are commensurate with experience, education, and skill level, and are dependent on whether the position is full time or part time.