



DIRECTOR OF COMMUNICATIONS

Description:

This staff member develops and manages FPC's messages among our members and in the larger community in ways that are inspiring, accessible, and actionable; shares the stories of how people involved in the church experience God working in and through their lives; and builds relationships and community within our large membership with transparent messages about finances, leadership, and business decisions. Specific tasks:

- Work with Communications Committee to develop major church messages, internal and external; improve current communication channels and add new ones guided by resource ROI.
- Set priorities and schedule production for Communications projects among church staff, members, and communications staff; monitor usage and reach data on key products; develop and monitor Communications budget; manage media and vendors.
- Work with communications staff to produce content including social media, web updates, magazines, and other collateral. Proof all products coming out of Communications.
- Participate in staff leadership efforts, on special projects and events.

Qualifications:

- Familiarity with mainline theology
- BA or BS degree
- At least 5 years' experience in related field
- At least 3 years' experience in management
- Fluency in social media strategy, Adobe Creative Suites, MS Office

Skills:

- Attention to detail: Consistently attends to the many small pieces which must be assembled into an organized whole; resolves questions needed to address a problem; keeps the larger picture in mind.
- Ethics and Values: Honors the core values and beliefs of the church in their choice of behaviors; embodies appropriate behavioral choices in stressful and non-stressful situations..
- Time Management: Able and willing to focus on tasks that contribute to organizational goals; uses time effectively and efficiently; values time and respects the time of others; concentrates their efforts on the most important priorities; can appropriately balance priorities.
- Verbal Communication: Delivers a message clearly, articulately and with appropriate emotion in a variety of settings.
- Written Communication: Writes clearly and succinctly; delivers message in a tone appropriate to the context.
- Team Orientation: Understands and supports the importance of teamwork.

Send your resume to **Senior Pastor Jill Duffield**, jduffield@fpcgreensboro.org.