

Calvary United Methodist Church, Arlington, VA
Director of Communications
Position Description

Reports To: Senior Pastor

Effective: 8/1/2022

Status: Part-time, 20 hrs. a week

Hours: Tuesdays 3:30-5:30, Sundays 9-12:30, remaining hours are flexible/remote.

Job Summary

Calvary United Methodist Church is seeking a Director of Communications to support its' mission to be a church where faith is fostered, community is cherished, and Christ's love thrives. As the Director of Communications, you will work with the staff to support the wonderful ministries at Calvary through developing and implementing the communications strategy of the church. If you would like to apply to this position, please send a resume and short writing sample (250-500 words) to the church administrator at admin@calmeth.org.

Essential Functions:

- Support the church ministries with publicity, advertising, and promotion within the congregation and to the local community.
- Manage the church website (WordPress) and social media accounts (Facebook, Instagram, Twitter, YouTube)
- Produce a weekly electronic (via MailChimp) and print newsletter highlighting church events.
- Oversee the creation of print materials to communicate the church ministries, including signs, banners, brochures, and postcards.
- Participate in weekly staff meetings offering communication strategy and leadership.
- Attend Sunday morning worship services (9:00am and 11:00am each week) and other key ministry events to photograph and promote congregational news.
- Manage the online worship community to foster a sense of church with online worshippers. Including the YouTube chat during live streamed services.
- Assist the Pastor(s) in sending church-wide communications.

Qualifications:

- A heart for the local church, a growing relationship with Jesus Christ, and a passion to use communications to reach others.
- Bachelor's degree in related communications field preferred
- 2-3 years of experience managing a communications strategy for church or non-profit organization.
- Strong written communication, graphic design, and photography skills preferred.
- Proven ability to manage projects from beginning to end.
- Proficiency in website management using WordPress a plus.
- Familiarity with the United Methodist Church, or other mainline Christian organizations preferred.

Core Competencies:

- **Process Management:** Good at figuring out the processes necessary to get things done; knows how to organize people and activities; understand how to separate and combine tasks into efficient workflow.
- **Attention to Detail:** Consistently attends to the many small pieces which must be assembled into an organized whole; follows up on missing or out of balance items; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details.
- **Informing Others:** Provides the information people need to know to do their jobs well; helps people understand the information and knowledge and its relevance to the task at hand; is timely and transparent in the sharing of information.
- **Organizational Knowledge:** Knowledgeable about how congregational communication, decision making, and leadership works; knows how to get things done through formal and informal decision-making channels; can maneuver through charged political situations effectively and quietly; anticipates organizational barriers and plans approach accordingly.
- **Time Management:** Is able and willing to focus time on tasks that contribute to organizational goals; uses time effectively and efficiently; values time and respects the time of others; concentrates efforts on the most important priorities; can appropriately balance priorities.
- **Verbal Communication:** Is able to deliver a message clearly, articulately, and with appropriate emotion in a variety of settings; demonstrates communications styles appropriate to the situation at hand; adjusts the message, without losing the essence of the message, depending on the circumstance and the listener.
- **Written Communication:** Is able to write clearly and succinctly; employs correct grammar, punctuation, and patterns of speech; clearly delivers message in a tone appropriate to the context.