

Position Title: Communication Director (10-15 hours per week)

Supervisor: Senior Pastor

Purpose: To communicate WEPC's mission and vision to the congregation and community so that people may know and engage with WEPC. This is done through bringing all communication under one person, ensuring a unified strategy across all church structures. The Communication Director will coordinate and unify all communication channels, ensuring information, vision and strategy is shared across various platforms with staff, Session, church and community.

Primary Responsibilities:

- Develop a multi-channel communications strategy driven by the church's mission, vision and values.
- Unify and align everyday messaging with the church's voice, goals and priorities.
- Oversee and ensure the "branding" of WEPC is maintained.
- Partner with ministries, meeting with them and creating communications plans to mobilize their specific audiences to respond.
- Guide a team of staff/volunteers to implement effective communications strategies.
- Ensure high-quality and high-impact communications reach both internal and external audiences.
- Lead and equip a Communication Team to maintain regular, effective communication through various channels.
- Partner with the Christian Growth Team members to help facilitate growth opportunities for the congregation.

General Responsibilities:

- Take pictures at events and/or manage team of photographers.
- Design and schedule all social media posts.
- Collaborate with pastors and Worship Design Team in regards to all communications.
- Record, edit and upload podcasts.
- Assist Tech Director with editing/uploading sermon content.
- Manage all of the WEPC's Facebook group accounts.
- Edit the newsletter each week.
- Edit the website as needed, updating on a weekly basis.
- Provide vision for all print media (bulletins, posters, etc.).
- Design Youtube Playlists for each week of worship, for various seasons, etc.
- Provide backend support for the Church Center App as it relates to communications.
 - Develop groups for each of our small groups.
 - Create events and allow people to sign up (this would be connected to Calendar).

- Enable a digital directory
- Enable digital bulletin
- Enable digital sermon notes
- Attend weekly Staff Meetings.
- Participate in Christian Growth Team Meetings.
- Provide discussion question graphics and documents to all involved.

Skills Desired:

- Be a dedicated follower of Jesus.
- Be passionate about the vision of WEPC.
- Be able to receive constructive feedback.
- Exhibit strong Christian character with demonstrated leadership and relationship qualities.
- Have strong communication and editing skills, and an eye for graphic design.
- Be able to recruit, train and empower volunteers.
- Have budgeting and organizational skills.
- Be able to work as a team and always portray the church, staff, and ministry in the most positive light in the church as well as in the community.
- Be a self-starter who takes initiative to find opportunities to attract youth to WEPC.
- Exhibit a mastery of English language, grammar, and composition.
- Stay up to date and timely on administrative responsibilities, such as credit card reports.
- Answer all inquiries in a timely manner.
- Network with others in similar roles at other churches to develop relationships and learn new best practices.