Chapel Hill Presbyterian Church

Job Description and Qualifications

Position: Director of Communications
Department: Communications
Incumbent: Open Position
Reports To: Pastor Larry Hackman
Supervisor of: Communications Coordinator
Position Schedule   40 hours per week; Sunday morning and other flexible times
Position Status   Exempt, not eligible for overtime
Issue or Revised Date September 15, 2014

Purpose

To empower Chapel Hill and staff to tell our story through print, online, and audio/visual media, especially as it relates to our mission.

Primary Duties

1. Develop a comprehensive strategy for building and developing a consistent and clear message regarding our mission.
2. Work with departments to help them communicate stories of how God is working in their ministries using print, audio, video, and web technology.
3. Determine how to use visual media and art forms to support worship services, including but not limited to lights, images, texts, bulletins, banners, and other print media used in worship.
4. Investigate design and technology use in the church to ensure communication is efficient and cutting edge.
5. Recruit, train, and invest in volunteers and communication staff who give design, videography, and written input into our story-telling.
6. Manage volunteers and staff in the A/V booth on Sunday morning.
7. Coordinate the content and production of Sunday visual sermon support (props, slides, video, etc).
8. Oversee all copy-editing and design on website, bulletins, e-bulletins, etc. to ensure communication is as simple, clear, and efficient as possible.
9. Coordinate and provide technical support for various communication needs (video-editing, Adobe suite, ProPresenter, etc.).
10. Create and maintain communications department budget.

Knowledge and Experience

1. Bachelor's Degree or equivalent experience in communications, marketing, advertising and promotion, media-planning and/or management is preferred.
2. Experience in managing teams and volunteers.
3. Design and layout experience.
4. Experience with video editing software, publishing and layout software, and web technologies and general tech-savvy.