



Ministry Position Description

Position Title: Communications Director (Part Time non-exempt, 28hrs/week)

Job Description: The Communications Director supports the mission and vision of Door Creek Church by leading clear, consistent and strategic communication across all three campuses. This role oversees communication strategy, channels and content to connect people to the life of the church— *ensuring the right information reaches the right people, through the right channels, at the right time.*

Reporting Relationships: Reports to the Executive Director of Staff, oversees Communication Team.

Primary Responsibilities

- **Strategy & Coordination:** Develop and oversee DCC's communication strategy, calendar and request process. Partner with pastors and ministry leaders to establish priorities, select effective channels and coordinate communication for ministries, major events and churchwide initiatives.
- **Team & Resource Leadership:** Lead and develop Communications staff and volunteers through regular meetings, clear responsibilities and effective workflows. Manage the Communications budget, vendors and contractors, and provide coverage as needed.
- **Digital & Social Media:** Oversee the website, The Hub, churchwide email and social media. Keep information current, accurate and easy to find, and develop content that encourages engagement, connection and storytelling.
- **Sunday & Print Communication:** Coordinate announcements, slides, video, bulletins, signage and promotional materials. Oversee annual publications, including the Annual Report, Grow Guide and Summer Connect.
- **Content & Brand Consistency:** Create, edit and coordinate content that reflects DCC's mission, vision and voice. Maintain consistent messaging, visual identity and review most communications distributed to 100 or more people, with designated ministry exceptions.
- **Evaluation & Improvement:** Monitor communication effectiveness and recommend improvements. Simplify processes, reduce information overload and steward resources well.

Time requirements:

- In-person Sprecher Staff and All Staff gatherings
- Minimum of 50% of hours in-person/on-site (Monday - Thursday)

Personal Qualifications:

- A follower of Jesus Christ. Attends Door Creek Church and embraces its mission, vision and values.
- Demonstrated effectiveness in leading communications within a larger organization.
- Excellent writing and editing skills, with experience coordinating digital, social media and print communication.
- Strong leadership, relational and organizational skills; able to develop teams, collaborate across ministries and manage competing priorities.

- Sound judgment and the ability to maintain confidentiality.
- Adaptable and comfortable working in a dynamic ministry environment.