



Staff Position: Communications Director

Status: Full-time, Exempt

Reports to:

Supervisor Name: Rev. Susan Kent

FMC Vision: We believe that life is experienced better together through a relationship with Jesus Christ and other believers.

FMC Mission: To make disciples of Jesus Christ.

This will be done by intentionally cultivating our strategy:

LIFE Better Together

- L. Living in community
- I. Investing in others
- F. Focusing outward
- E. Encountering God

Job Responsibilities: In this role the responsibilities include, but are not limited to the following:

- Manage church-wide communication/marketing deliverables including print, digital, social, and video.
- Develop and execute communications strategy to align three campuses.
- Oversee branding and marking strategy.
- Manage communication request systems and timelines of deliverables.
- Oversee and manage the environmental design of common space in the church buildings.
- Manage communications and creative services staff within the organizational strategy of a multi-campus church.
- Maintain content on media channels, streaming platform, and e-news.
- Develop website strategy and oversee its implementation and updates.
- Coordinate with ministry staff for cohesive communication strategy.
- For Conroe campus:
 - Manage bulletin creation and printing.
 - Attend worship planning meetings.
 - Create and distribute weekly e-news.
- Other duties as assigned

Skills/Desired Experience:

- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.

- Excellent time management skills with a proven ability to meet project timelines and to manage several varied tasks simultaneously.
- Ability to function with grace and truth amidst many voices, requests, and pace.
- Ability to communicate clearly and to use sound judgment as the “voice” of FMC to our congregation and communities.
- Understand and implement marketing strategies. Be innovative.
- Proficiency with Microsoft Office, Adobe Creative, Canva, or other similar software.
- Proficiency on copier and workroom equipment.
- Communications, graphic design, marketing, public relations, information technology studies and experience a plus.

Other Requirements:

- Background check required.

Compensation:

Schedule: Full-time