

COMMUNICATIONS SPECIALIST

Bethany Bible Church Profile / Position Summary

(November 15, 2021)

Bethany Bible Church (BBC) of Phoenix, Arizona is seeking a part-time, effective ministry leader who will work as a collaborative part of a unified ministry staff, by facilitating all mass communications both inside and outside the congregation to effectively message the vision, mission, direction, and community of the church.

● **Bethany Bible Church Profile**

Bethany Bible Church (bbcphx.org) is a biblically centered, culturally relevant, multi-generational, multi-ethnic church that is passionate about impacting the world with the Good News of God's grace beginning in its own community and reaching to the ends of the earth. Founded in 1955, the church is blessed with a strong history, excellent facilities, a strong financial base, a unified staff and leadership team, and key ministry partnerships. The church has a long reputation for strong, practical Bible teaching, raising up next generation leaders, tirelessly serving the needs of its community, and a deep commitment to global missions. Church attendance is approximately 500-750 weekly, post-Covid.

● **Position Profile**

The specialist will be responsible for the scheduling, coordination, development, design, and publication for all mass communications of BBC.

This includes:

- External Advertising (fixed, print, traditional, web, and social media)
- Internal Print Media (weekly programs, brochures, banners, and mailers)
- Internal Non-Print Media (kiosks, service advertisement slides and videos)
- Digital Media (website, email campaigns, social media)
- Managing complex schedules and deadlines, collecting and coordinating communication with ministry staff, leaders, designers, and team members.
- Developing and maintaining brand guidelines to help shape the consistency of the impression of BBC in marketing, communications, and facility signage.
- Building teams of gifted individuals within BBC to assist and broaden the messaging and marketing.

● **Candidate Profile**

The Specialist will have exemplary Christian character including a vibrant personal relationship with Jesus Christ and a proven record of integrity in their personal life, interpersonal relationships, and exemplary local church involvement.

They will have the education, skills, and experience necessary for them to thrive and grow in this position.

They will have excellent interpersonal skills enabling them to be an enthusiastic part of a collaborative staff team.

They will be able to effectively communicate verbally and in writing with a broad range of people.

They will be able to capture and convey the voice and heart of BBC with text, imagery, and impressions.

They will be able to manage projects and a complex schedule of deadlines.

While graphic design, web design, video and photo editing are not position requirements some aptitude is necessary, and appreciation is a must. They will have some competency and an ability to learn a wide variety of software and applications for composition, project management, website management, database management, email campaigns, photo and video editing, social media, design and publication.

● **Compensation**

This position is part-time. The compensation range is consistent within the organization, comparative with equivalent positions in similar-sized congregations, and is commensurate with education and experience.

● **Applicant Instructions**

To submit your name for consideration, please return in PDF format a resume along with a cover letter introducing yourself to employment@bbcphx.org.