

Communications Director

Reports To / Supervisor's Title: Lead Executive Pastor

Position Type: Ministry Staff | Part-Time Hourly

Schedule: 24 hours per week with flexible scheduling

Position Description

About This Role

The Communications Director is responsible for coordinating, managing, and releasing all internal communications to our church family, as well as external marketing efforts to our community, keeping people well-informed about all that is happening at Harvest Springs.

Primary Duties & Responsibilities

- Develop and implement a church-wide communication plan that reflects Harvest Springs' vision, mission, and unique culture.
- Execute a comprehensive strategy, creative vision, project management standards, and measures for communication initiatives.
- Collaborate with staff and ministry leaders to strengthen various ministry areas and develop communication plans specific to their primary audiences.
- Oversee all aspects of public communication, including print materials, digital elements, website, social media, and event promotion.
- Write, edit, and design content for regular communication channels, including the digital bulletin, video announcements, church app, website, and social media.
- Keep the website, mobile app, and social media pages updated and engaging.
- Develop and maintain a social media content calendar and manage scheduled posts across platforms.
- Design and produce print and digital marketing materials, including bulletins, brochures, flyers, signage, and event materials.
- Create and edit videos for communication, including the weekly message, and upload the content to the website and other platforms (YouTube, Facebook, Instagram, etc.).
- Create and format email marketing campaigns and e-blasts for church-wide announcements, events, and special initiatives.
- Recruit, manage, and support a media capture (photography & videography) volunteer team.

Qualifications | Strengths & Skill Set

Education and/or Experience

- Bachelor's degree in communications, marketing, graphic design, or a similar related field preferred.
- Minimum 1 year ministry experience preferred (volunteer or paid).
- Demonstrated graphic design experience, preferably with both print and digital materials.

Knowledge, Strengths & Specialized Skills

- Able to prioritize, use initiative, work proactively, and be self-motivated.
- Efficient and reliable, able to work under pressure and meet deadlines.
- Experience in website development and management.
- Strategic and creative thinker.
- Social media platform content development (Facebook and Instagram).

- Proficiency in professional design software such as Adobe InDesign, Illustrator, Photoshop, Acrobat, Canva, or comparable platforms.
- Ability to design multi-page publications, brochures, bulletins, or similar materials.
- Experience creating content for social media, email marketing, print advertising, and digital campaigns.
- Strong visual judgment and understanding of layout, typography, branding, and file preparation.
- Excellent attention to detail, especially with dates, names, and event information.
- Ability to manage multiple projects and deadlines at once.
- Strong written communication skills.
- Ability to work independently while taking direction and feedback well.

Portfolio Requirement

Applicants must submit a PDF portfolio or work sample with their application, demonstrating the ability to create polished, professional marketing and design materials. Samples may include brochures, bulletins, social media graphics, email marketing examples, print or digital advertisements, and event materials.

Personal Responsibilities

- Maintain a vibrant and healthy spiritual life and a close relationship with Christ.
- Demonstrate a Christ-like attitude through all interactions with the congregation, volunteers, and church staff.
- Be loyal to the vision and staff of Harvest Springs and protect unity in the church.

To Apply

Fill out the application at this [link](#).

Further questions about the position?

Please contact Paul Hansen, Lead Executive Pastor,
email: paul@harvestsprings.com | *phone:* 406-761-3903