



JOB TITLE: Director of Communications

REPORTS TO: Lead Pastor

PURPOSE: Provide leadership in developing communication strategies and alignment of internal and external communication for the entire church.

RESPONSIBILITIES

- Lead the development, organization, planning and implementation of effective communications messages and strategies for church and community audiences.
- Support church and ministry leaders in conveying their vision and communications priorities to appropriate audiences.
- Establish standards, priorities and strategies for the creation and delivery of all communication.
- Develop, implement, and evaluate internal and external communications plans that align with our mission, vision, and values. Create and implement a strategy for becoming more visible in the community.
- Tell the story of The Orchard in our church and community through stories of life-change via video, social media, interviews, newsletter, etc.
- Ensure content is technically effective, grammatically correct, doctrinally accurate, and aligned with The Orchard's brand. Ensure high-quality and high impact communications are created for both internal and external audiences.
- Serve as the "eyes" for all things print and digital, looking for clear communication, brand presence and consistency.
- Serve as the point person for church public relations.
- Oversee the communications budget and team, which includes the communications coordinator and graphic designer.
- Other duties as assigned.

QUALIFICATIONS

- Bachelor's degree in communications, marketing, creative writing, or related field and at least 3 years marketing or communications experience.
- Strong writing, editing and proofreading skills.
- Prior experience with marketing and/or public relations.
- Excellent oral and written communication skills.
- Self-motivated; able to initiate projects and work independently.
- Exceptional organizational skills and detail oriented.
- Ability to multi-task.
- Positive and supportive attitude; team player.
- Ministry experience in a local church or other large ministry venue a plus.

To apply for this position, call Beth Acosta, HR Director, at 224.764.4082, or send your cover letter and resume to hr@theorchardefc.org.