



**Position: Communications Manager**  
**Supervisor: Director of Operations**

**Overview:**

At The District Church, we believe that the world needs to hear the Church's story and we are inviting you to be a part of that. The Communications Manager will be responsible for developing, managing and executing the end to end process (creation to consumer) of communication both internally and externally with a focus of advancing, articulating and fulfilling the God-given mission of The District Church. This involves creation, innovation, strategy, execution and follow through.

**Requirements**

- Committed to Christ as your Lord and Savior
- Commitment to spiritual growth and to a spiritually healthy lifestyle
- Represent TDC in a manner consistent with its values and mission
- The ability to communicate effectively in written and oral communication is a must.
- Self-motivated

**Responsibilities**

- Develop Strategy, Execution and Management systems for both internal and external communication. This includes, but not limited to Sermon Series, Volunteer events, Outreach campaigns, Social Justice events, Staff Updates.
- Ensure that all our communities are up to date with relevant information that will equip and empower them in advancing the mission. Staff, Leadership Community, Volunteer Teams, Congregation etc.
- Manage, innovate and always improve the effectiveness of our different media platforms. (Website, Youtube, Facebook, Instagram, Twitter etc)
- Capture transformational stories and content and share it with the relevant demographics.
- Define and achieve key performance indicators for each communications channel.
- Develop targeted communication that will attract, retain and engage people to TDC's mission.
- Oversee and improve TDC's internal communication systems. Staff updates, Ministry calendar management.
- Stays informed of developments in the field of marketing and communications to foster ideas and innovation
- Capture and source for relevant feedback that will improve our content creation and execution.
- Manage administrative duties as necessary.



### **Creation and Management of Content (65%)**

- Manage a team of video, graphic design, writing, and photography volunteers for monthly projects.
- Oversee outside vendors to produce communication materials throughout the year (i.e. print, digital banners, signage).
- Work with Ministry Directors/Leaders to develop and prepare weekly communication materials for Sunday services (i.e. speaking scripts, e-newsletter).
- Create content for publishing on social media networks.
- Oversee large communications projects - such as publication of TDC's Annual Report, sermon series campaigns, major holiday campaigns.

### **Systems and Administrative Support (35%)**

- Create Sunday worship & sermon slides on a weekly basis.
- Manage various communications requests from internal staff members.
- Update annual Ministry calendar & participate in quarterly planning efforts to make sure that staff members are informed of key events, milestones.
- Support Director of Operations and the Senior Leadership with other administrative duties as necessary.

### **Qualifications**

- Excellent communicator, strong collaborator, and creative thinker.
- Strong project management abilities, keen attention to detail, solid listener.
- Comfortable with change and able to readily adapt.
- Great multitasker and capable of simultaneously managing multiple projects with different deadlines
- Self-starter -- enjoys working with a team but can also work independently.
- Profession of Jesus Christ as Lord and Savior.
- Commitment to spiritual growth and a healthy lifestyle.
- Represent TDC in a manner consistent with its values and mission.

### **Experience**

- 1-3+ years of communications/marketing experience.
- Bachelor's Degree in Communications, Marketing, or related field preferred.
- Video shooting/editing skills ideal but not required.

This is a full-time position with benefits.

**To apply, email [ovi@districtchurch.org](mailto:ovi@districtchurch.org) with a cover letter & resume.**