

# MOUNTAIN TOP COMMUNITY CHURCH



**Title:**

Director of Communications

**Purpose:**

We are seeking an experienced creative leader to take us to the next level of performance. The Communications Director is responsible for leading all aspects of the Communications department, including website, e-mail campaigns, customized ministry pieces and all other special projects. The ideal candidate will have strong leadership skills, a passion for excellence, and a clear understanding of how great communication works to bring the body of Christ together. This person will also be able to provide creative counsel and direction for various ministries of the church and will be expected to contribute to the team spirit of the staff through fellowship, encouragement, cooperation, prayer and other appropriate ways as this person serves the Lord Jesus Christ and alongside the Mountaintop family.

**Status:**

Full-Time, Exempt

**Responsibilities:**

- Lead the department and direct all its functions from concept to production.
- Oversee the production of all print media of the church from layout and design to production and distribution, supervising the publications and printing process by overseeing all graphics/print/e-mail communication. This would include the weekly church bulletin, visitor information, and all other mass publications and communication.
- Oversee the design and management of the Mountaintop web site ([www.mountaintopchurch.com](http://www.mountaintopchurch.com)) and continue to seek new technologies and opportunities to improve the effectiveness of Web-related communication with all ministries.
- Manage workflow and content for Mountaintop's website, maintaining the Content Management System (CMS, Octane 8) and the users that interface with it ensuring the most up-to-date, creative, and correct content possible.

- Assist in the management and upkeep of Fellowship One, our member/contact tracking system.
- Participate in decisions regarding (and execution of) external advertising campaigns utilizing television, radio, direct mail, print media, and direct mail.
- Ensure a consistent, high level of quality while ensuring that all products are produced on schedule/on budget.
- Oversee the implementation of comprehensive publicity/media plans for major church events (special services, speakers, concerts, activities, etc.).
- Oversee the regular evaluation of the quality and effectiveness of church communication channels and vehicles and develop and implement plans for improvement.
- Delegate, adapt quickly to change, handle multiple tasks and meet deadlines
- Serve as Mountaintop's brand champion – help establish and follow branding guidelines and develop new designs that fit the standards.
- Maintain a client service mentality. Work to establish and maintain strong relationships with all ministry areas.
- Must be able to work with tight deadlines and tight budgets, but still deliver a top-notch product.
- Coordinate and manage volunteer teams to assist in the various aspects of this ministry.
- Other responsibilities as assigned.

**Expectations:**

- Is a member of Mountaintop Community Church (or willing to become one) and attends services regularly.
- Has a strong walk with Christ, which is exemplified by a life of obedience and example.
- Keeps current on creative communication and technological trends and looks for opportunities to use this information to more effectively communicate with the community and Mountaintop family.

**Qualifications:**Education:

- College degree preferred

Experience:

- 3-5 years experience in above stated responsibilities is preferred
- design portfolio will be requested

Skills:

- Strong working knowledge of design software, including InDesign, Illustrator, and Photoshop.
- Knowledge and expertise in print media, computer graphics, and web design.
- Outstanding written and verbal communication skills
- Excellent listening skills. The ability to encourage and assimilate feedback in the pursuit of effective creative solutions.
- Ability to work effectively with multiple ministries, Directors, and Pastoral staff.