



Director of Communication

Peace Church is seeking a full-time Director of Communication to develop and implement the Peace Church communication strategy.

The Director of Communication oversees all major communication platforms, ensures all communications reflect the Peace brand, oversees communication systems, and is the lead designer and producer of communication pieces.

A fitting candidate will have a deep love for Jesus, a love for the beliefs, vision, culture, and people of Peace Church, be passionate about communicating messages that matter, enjoy working with a team, and be driven to produce work that is excellent and faithful to the message of God's Word. The candidate will also possess education, training, and experience in the area of graphic arts, design, communication, or similar fields.

By developing and implementing our communication strategy, this position creates opportunities for people to hear God's Word, follow Jesus, and participate in the church.

Peace Church loves the gospel, desires to be faithful to God's Word, seeks to develop leaders, and is passionate about reaching families. Peace is a growing church located just south of Grand Rapids, Michigan in a rapidly growing area. Average Sunday worship attendance is around 1200.

For more information, see peacechurch.cc.

Please see job description below.

Please send cover letters, resumes, and references to hr@peacechurch.cc.

Applications are being accepted now.

Full-time, salary.

Pay Range: \$40,000-48,000 per year.

Pay commensurate upon training and experience.



Director of Communication

Function

The Director of Communication develops and implements the Peace Church communication strategy.

Full-time.

Accountability

The Director of Communication reports directly to the Executive Pastor.

Qualifications

1. Have a growing relationship with Jesus Christ and agree with the Peace Church statements of faith.
2. Actively support the mission, vision, and leadership of Peace Church.
3. Humble, Hungry, and People-Smart (see Patrick Lencioni, *The Ideal Team Player*).
4. Able to work within the organizational structure of Peace Church.
5. Passionate about communicating messages that matter.
6. Able to create and edit compelling communications across a variety of mediums (print, web, video, audio, etc).
7. Proficient in industry standard software and hardware (Adobe Creative Suite, Wordpress, AVL equipment, Asana, etc).
8. Able to present and discuss design and communication ideas with other staff members and teams.
9. Able to receive feedback with humility and grace.
10. Possess strong organization skills.
11. Able to produce excellent work on a deadline.
12. Flexible and adaptable.
13. Education: graphic arts, design, or similar degree.
14. Experience: 3+ years of professional experience.
15. Able to maintain confidentiality as needed.

Responsibilities

A. Oversee all major communication platforms

Includes such items as:

1. Website
2. Social Media
3. Weekly email newsletter
4. Weekly *Ministry Updates* video
5. App
6. YouTube
7. Campus signage & slides
8. Print communications

B. Develop and implement the Peace Church brand

Includes such items as:

1. Ensure all communications properly present the identity and vision of Peace Church.
2. Train and support staff with communication needs.

C. Lead designer, producer, and facilitator of communication pieces

Includes such items as:

1. Create graphics.
2. Implement design and content updates to website, maintain website.
3. Create and ship Social Media posts.
4. Write newsletter and other written communications.
5. Write video scripts.
6. Shoot and edit video.
7. Create print resources.
8. Fill creative requests from staff.

D. Oversee all communication systems, policies, and processes

Includes such items as:

1. Manage the communication request process.
2. Manage the communication calendar.
3. Manage communication editorial and approval processes.

E. Professional Expectations

Includes such items as:

1. Participate as a team member in the Peace Staff, attending staff chapel, retreats, meetings, etc.
2. Participate in the life of Peace Church, attending worship and important events.
3. Should be(come) a member of Peace Church.
4. Exhibit character consistent with a follower of Jesus in a church leadership role.