



COMMUNITY CHURCH AT TELLICO VILLAGE

Director of Communications

The Director of Communications is a part-time position responsible for clearly communicating the vision, mission, and ministries of the Community Church at Tellico Village to the congregation and to the community.

Qualifications:

- Degree in the field of communications, graphic design, social media, (or similar degree), or work experience in same or related fields.
- Strong ability to communicate well verbally and in writing while demonstrating a proficient knowledge of English grammar and syntax.
- Strong organizational skills, with attention to detail and accuracy.
- Strong computer skills and proficiency with communications software, technology, and cloud-based applications. Preference given to candidates who know Adobe Illustrator, Canva, Wix, and Constant Contact.
- This position requires an individual who listens well, is creative, always seeking new solutions, and able to solve problems independently.
- The Director of Communications must be a team player, who gets along well with others, and is able to take direction as well as initiate action.

Responsibilities:

- Oversee all communications to the congregation and the community.
- Assess current state of communications and make appropriate proposals building toward a “big picture” design for communications and media at CCTV.
- Design digital content for social media, website, worship services, electronic mailings, building signage, advertisements, and printed materials.
- Work with pastors to develop visual themes throughout the year (including Lent, Easter, Advent, and Christmas).
- Work with ministry and team leaders to provide necessary content for their ministry.
- Explore and develop new technologies and methods for communication and outreach.
- Provide ongoing maintenance for the church’s website.
- Maintain the church’s presence on social media such as Facebook, Nextdoor, etc.
- Develop and execute a plan for advertising.
- Prepare an annual budget for advertising in coordination with the Chair of the Finance Team.
- Coordinate, design, print, and distribute the monthly newsletter and weekly email updates.
- Prepare media content for Sunday worship.
- Other communications duties as directed by the senior pastor or supervisor.
- Participate in monthly staff meetings.

Supervision:

- The Director of Communications is supervised by an associate pastor.

Knowledge/Skills:

- Skilled at creating content.
- 3 years of communications experience in writing and content creation.
- Excellent English usage, demonstrating mastery of grammar, style, spelling, and punctuation
- Excellent verbal communication skills.
- Strong analytical skills.
- Excellent eye for detail.
- Understanding of web-based communications and cloud computing solutions.
- Proactive in learning and using technology related to the position.
- Time management skills that maximize productivity.

Position Qualifications

- Education: Associate degree in communications, English, or related field from an accredited educational institution, Bachelor's is a plus.

Job Type: Part-time

Pay: \$20,000.00 - \$30,000.00 per year commensurate with education and/or experience

Benefits:

- Hybrid work schedule
- Paid time off as per Employee Handbook

Schedule:

- Attend monthly staff meetings
- Flexible

E-mail resumes to Pastor Devin Phillips at devin@tellicochurch.org