



JOB DESCRIPTION: *Assistant Director of Communications*

STATUS: Full-time

RELATIONSHIPS:

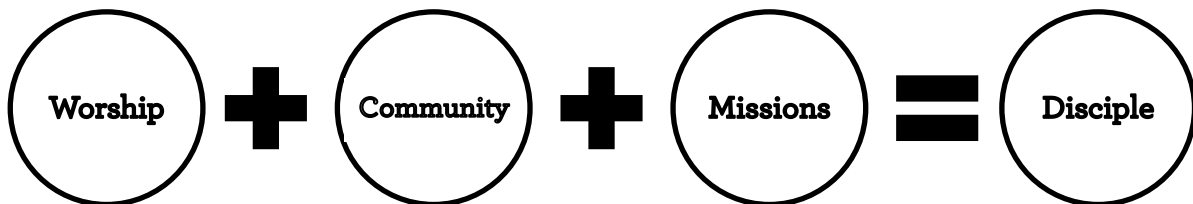
- Reports To: Director of Ministry Support (Natalie Burchfiel)

UPDATED: March 2019

TO APPLY: Please send a cover letter and resume to Natalie Burchfiel, natalie@mcleanpres.org.

McLean Presbyterian Church (MPC) exists to glorify and enjoy God by making disciples who make a difference through grace-filled worship, community and missions.

MCLEAN PRESBYTERIAN'S DISCIPLESHIP PROCESS



Large churches drift toward complexity. This is not intrinsically unhealthy; complexity can be led and managed well. But it also brings dangers: mission drift, stretched resources, a culture of busyness, and so on. Recognizing these dangers, we've sought to bring clarity and simplicity to our ministry model. Our goal is to connect all our members to three ministry areas: worship, community, and missions. We want every member to have a specific answer to the following questions: 1) Which *worship* service do I attend? 2) Which *community* ministry am I in? 3) How am I serving the *mission* of our church?

We recognize that life in Christ is more, so much more, than checking three boxes. Merely answering these questions does not a disciple make. But we are confident that answering these questions places our people in the *contexts* needed for deep spiritual growth. In these contexts, we navigate the nuances of life in Christ together, and that's how we make disciples.

We are currently seeking a motivated, Christ-centered individual to come alongside our team as we equip the saints for the work of ministry and build up the body of Christ (Eph. 4:12). This position is a key player on our communications team, which helps connect our church to the contexts of discipleship.



POSITION SUMMARY

This position provides strategic, organizational and administrative support for the communications department, specifically focusing on the needs of the church's various ministries.

ROLES AND RESPONSIBILITIES

- *Executing a strategic quarterly communications plan for ministry events and initiatives.* This includes serving as a liaison to church ministries for the communications department, coordinating with graphic designers and vendors as needed, ensuring proper and accurate placement of information in various church communication channels.
- *Regularly editing and updating the website* (Wordpress), creating new pages and events.
- *Managing the church e-mail schedule;* creating and scheduling e-mail newsletters and invitations in Mailchimp.
- *Assisting with portions of the weekly Worship Guide,* including design/layout and content coordination
- *Scheduling and posting social media updates* on Twitter, Facebook, and Instagram.
- *Writing and editing content* for print and digital collateral to align with current brand.
- *Designing and formatting* social media images, print pieces, and other items utilizing Canva and other tools.
- *Assisting with special projects* like videos, campaigns, and community outreach

POSITION REQUIREMENTS

Strong applicants will possess the following:

- *A credible and vibrant faith* in Jesus Christ
- *A commitment to Christ's Church* as demonstrated by membership in a local church
- *Trustworthy character* and sensitivity to confidential issues
- *1-2 years experience* with corporate or non-profit communications, including website editing, content creation, and event marketing
- *Excellent written and oral communication skills*
- *Strong project management skills* - the ability to guide a project from conception to delivery, managing multiple tasks and stakeholders, and ensuring on-time deliverables.
- *Proficiency with Microsoft Office* and the ability to quickly learn other software, as needed
- *A self-starting approach* to managing tasks
- *The ability to multitask* and manage multiple priorities
- *Attention to detail* and a high level of organization
- Experience with video filming and editing and/or graphic design (specifically InDesign) are highly desired but not required