**ACCF**

**Position Title:** Communications Director

**Reports To:** Operations Pastor – Bryn Ritchie

**Position Summary:** The Communications Director will lead in setting the direction as well as the strategic implementation of all internal and external communications to consistently articulate and fulfill Athey’s mission and vision. This includes maintaining the communications budget, hiring and developing employees. This individual will be a creative, innovative, strategic thinker and a results-driven team leader and administrator.

**Qualifications:**

* Agree to ACCF doctrinal distinctives and vision as found in What we Believe/Vision statement.
* Fulfill the character qualifications of a deacon as taught in the Scriptures.
* Highly collaborative style; experience developing and implementing communications strategies.
* Degree in communications, media or related field preferred, or minimum of 3-5 years experience in communications.
* Demonstrable competency in Adobe Creative Suite.
* Proven ability to take projects from beginning to end.
* Organized and able to manage multiple projects.
* Action-oriented and displays focus, passion and initiative. Takes appropriate action when something needs to be done.
* Relates well to all kinds of people, builds effective relationships, communicates clearly both interpersonally and corporately.
* Organized, creative thinker and highly productive, comfortable working in a fast-paced environment.
* Committed to improvement, seeks constructive criticism, understands strengths and weaknesses.

**Duties & Responsibilities**

* Oversees the Communications Team.
* Work as a team with ACCF staff, always being edifying to one another.
* Attendance and participation in the life of Athey Creek Christian Fellowship is required to give the best understanding and insight into the church and its mission.
* Other duties as assigned.

WEBSITE

* Lead all efforts related to the creation and development of Athey’s website.
* Proactively work to make sure Athey maintains an effective presence on the web including style/presence, search engines, new technology.
* Coordinate webpage maintenance – ensure that new and consistent information (articles links, stories, and events) are posted regularly.

PROMOTIONS

* Develop system to organize, prioritize and communicate promotional items related to Athey.
* Create communication strategies to market, inform, and promote teaching series, large-scale events and other campaigns as assigned.
* Oversee all written materials related to promotions.

SOCIAL MEDIA

* Manage ongoing social media messaging and communication strategies, in coordination with Social Media Coordinator.
* Direct Social Media Coordinator to build followings on various social media outlets including but not limited to Facebook, Twitter and Instagram.

DESIGN AND BRAND MANAGEMENT

* Lead efforts to design all art and promotional materials related to church-wide activities with a high standard of creativity, excellence and effectiveness.
* Supervise Graphic Designers to work with volunteer artists to develop graphic designs.
* Monitor the look, vibe and feel of all promotional materials representing Athey.
* Oversee the creation and use of logos and images that represent Athey.

VIDEO

* Develop staff and volunteer teams necessary for accomplishing video ministry goals.
* Manage staff with regard to ongoing video projects, event promotional videos, pre-game show and worship ministry production videos.
* Must work closely with other teams to develop video content that can be used on multiple media platforms, including the website, Instagram, Facebook, YouTube and Twitter.

VOLUNTEER TEAM

* Develop volunteer teams as deemed necessary to accomplish communication goals.
* Enlist, equip and encourage qualified volunteers such as artists, designers, photographers and writers.

**Hours:** Full-time, exempt