

## **Director of Communications**

Location: Boerne, Texas

Hours: Full-Time

Schedule: Sunday-Thursday

Direct Report: Executive Pastor

Compensation: Salary TBD



### Job Summary

The Communications Director is responsible for overseeing and managing all aspects of internal and external communications for Currey Creek Church. This includes developing and executing strategies and initiative to effectively share the church's mission, vision, and values with the congregation and community. The role will encompass a wide range of responsibilities, including digital content creation, social media management, graphic design, event promotion, announcement planning, and internal communications.

### Key Responsibilities

#### **Communications Strategy and Planning**

- Define and implement a comprehensive communications strategy both externally and internally that aligns with the church's mission, vision, and goals.
- Ensure consistent messaging across all platforms and initiatives.
- Work with the executive team and ministry teams to identify communication needs and priorities.

#### **Content Creation and Messaging**

- Write, edit, and produce content for various platforms, including church-wide emails, Creek Life, sermon series promotional materials, social media and other ministry related materials.
- Oversee the creation of compelling visual and written content for services, events, and special initiatives.
- Collaborate with ministry leaders to highlight programs, stories of impact, and other church initiatives.

- Ensure that church members are kept informed about upcoming events, news, and other important information.
- Attend and contribute to weekly staff meetings, offering communication insights and support as needed.

### **Digital and Social Media Management**

- Oversee and manage the church's website, ensuring it is current, user-friendly, and reflective of the church's mission and activities.
- Oversee the creation, schedule, and monitoring of content for the church's social media platforms (Facebook, Instagram, etc.) engaging with the community and fostering online engagement.
- Track and analyze digital engagement metrics, providing insights to improve communication efforts.

### **Graphic Design Oversight and Management**

- Create or oversee the creation of all design elements for the church including but not limited to sermon graphics, print material, web material, promotional pieces, etc.
- Create promotional materials (flyers, banners, digital graphics) for ministries and events.
- Help coordinate event registration, RSVP systems, and follow-up communications.

### **Qualifications and Skills:**

- Minimum of 3 years of experience in communications, marketing, or media relations; experience in a church or non-profit setting is preferred.
- Demonstrated excellence in verbal and written communications.
- Demonstrated proficiency in digital content creation tools, social media platforms, and website management tools.
- Strong writing, editing, and proofreading skills with attention to detail.
- Ability to create compelling visual content that is consistent with the church's brand and message.
- Excellent interpersonal skills, with the ability to collaborate with ministry teams and stakeholders.
- Strong organizational skills and the ability to manage multiple projects with deadlines.

- A heart for ministry and a passion for communicating the Gospel and the church's mission.
- A willingness to work flexible hours, including evenings and weekends, as needed for events and services.

**Preferred Skills and Experience:**

- Bachelor's degree in Communications, Public Relations, Marketing, or a related field (or equivalent experience).
- Knowledge of SEO, Google Analytics, and other digital marketing tools.
- Experience with email marketing platforms (e.g., Mailchimp, Constant Contact).
- Familiarity with church culture, faith-based communication, and theological principles.

**Physical Requirements:**

- Ability to sit or stand for extended periods.
- Occasional lifting or carrying of event materials or promotional items.

**How to Apply:**

Please submit a cover letter, resume, and portfolio (if available) to [info@curreycreek.com](mailto:info@curreycreek.com). In your cover letter, please share your vision for how you would use your communication skills to support the mission of Currey Creek Church.

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This job description reflects the general duties and responsibilities necessary to describe the main functions of the role. It is not meant to be an exhaustive list of all tasks the Communications Director may be asked to perform.