



## Cottonwood Creek Church Job Description

<b>Job Title:</b>	<b>Communications Director</b>
<b>Division/Department:</b>	<b>Cottonwood Creek Communications Ministry/Full Time Position</b>
<b>Reports To:</b>	<b>Senior Creative Arts Director</b>

**Job Summary:** To promote Cottonwood Creek Church, it's events and ministries through a variety of in-reach and out-reach efforts. Understand the church vision and ministries, develop communication strategies to promote them, and implement necessary tactics and procedures.

**Essential Functions:**

- Graphic Design (new sermon series, ministry needs, logos, brochures, posters, Faith@Home materials, banners, inserts, slides, creek guide, church app, etc.)
- In-reach Communications (email newsletter, texting, inserts, postcards, etc.)
- Out-reach Communications (digital and traditional marketing)
- Provide direction and leadership to staff in all areas of communication. (website, mobile, texting, social media, print, graphics, design and other related fields)
- Photography
- Coordinate printing materials
- Coordinate team projects and task management
- Coordinate with marketing and advertising vendors
- Support the church and church leaders by agreeing with and reinforcing the teaching and ministry
- Other projects and responsibilities as needed by the church.

**Job Requirements and Personal Qualifications:**

**Education:** College degree or equivalent professional experience

**Job Skills:** Adobe Photoshop, Adobe Illustrator, Adobe InDesign, HTML, Microsoft Word, PowerPoint, Photography, Social Media platforms, Email Marketing, Text Messaging, A Creative Mind

**Personal Qualifications:** Have a personal relationship with Jesus Christ and consistent evidence of fruit in their personal life; Motivated to serve God in a ministry; Ability to consistently use good judgment; Handles direction and criticism well.

**Other Information:**

Communications Director supervises any interns or volunteer communication team members.