



MEMORIAL PARK CHURCH IS SEEKING A **DIRECTOR OF COMMUNICATIONS**

Purpose

To develop, execute, and oversee all aspects of a communication strategy to advance the mission of Memorial Park Church to Love People. Know Jesus. Live Transformed.

Qualifications

- Excellent writing, editing, and verbal communication skills
- Experience utilizing social media as a marketing tool
- Proficient with general computer use and commonly used Microsoft Office programs including Word and Power Point
- Proficient in Adobe Suite CS6 and CC (for various print and online publication development), including an understanding of image/graphic requirements for print publications & website usage
- Proficient in photography and/or video-related tasks
- Familiar with Web-based CMS (Content Management Systems)
- Master's degree in a related field preferred or equivalent experience
- At least five years professional experience, preferably in a non-profit environment
- Strong relational skills to connect with people of all ages
- Display ability to build teams and effectively manage responsibilities
- An evangelical, reformed and missional world-view
- Must be in agreement with the Mission, Vision, and Bylaws of Memorial Park Church

Expected to become proficient in the following software platforms:

- Church Community Builder (MPC Connect, our ChMS and online community)
- AccuCMS (our website CMS)
- Subsplash (our MPC App CMS)
- ScreenHub outdoor electronic sign
- MailChimp (our e-mail platform)

Accountability

The Director of Communications shall report directly to the Executive Director of Operations.

Position Status

- This is a full-time non-exempt position
- The position will enjoy benefits as stipulated by MPC's Personnel Handbook

Essential Duties & Responsibilities

- Create, organize, plan, implement, and measure effective communication/media messages and strategies to the church and community audiences
- Build, manage, and mentor the communications paid staff and volunteers.



Essential Duties & Responsibilities Continued

- Work with church's ministry directors to define, develop, and effectively support communications to the congregation and community
- Proactively seek stories of God's movement within the church and develop ways to creatively communicate those stories via video, interviews, newsletters, and the website
- Oversee design and management of website, digital platforms
- Create and maintain content calendars for effective social media engagement, as well as alignment of church initiatives throughout the year
- Oversee production of bulletins, print brochures, video, and other custom media components
- Manage and maintain physical building signage
- Establish and implement a media relations strategy, including the development and distribution of news releases and coordinating and participating in media interviews
- Schedule, coordinate, and lead quarterly whole-church planning meetings
- Produce written, audio, and video content for distribution internally and externally
- Create and implement emergency communications plan while producing and monitoring messaging through various channels
- Provide financial input for an annual Communications budget

Personal characteristics

- Demonstrated professionalism, emotional maturity, and stability
- Develop and maintain healthy working relationships with other staff members, members of the congregation, and members of the community
- Passionate about Christ, possessing a deep, growing relationship with Jesus with a servant attitude
- Authentic, humble, genuine, honest, unhurried, approachable personality
- Healthy, maintaining a well-balanced personal lifestyle—a model of the gospel

How to Apply

Email letter of interest and resume to jobs@memorialparkchurch.org

Memorial Park EPC

8800 Peebles Road, Allison Park, PA 15101
(412) 364-9492 | mpcepc.org