

# THE CHURCH OF Eleven22

**Position:** Communications Director

**Reports to:** Executive Director of Digital Discipleship and Communications

**Supervises:** Comm Project Managers, Graphic Designers, Interns, serve staff

**Classification:** Full-time, exempt

**Location:** Central offices

**Organization:** The Church of Eleven22

## Objective

To support the communications team project managers as they work to provide for the needs of ministries across all areas of the church. This will include developing strategies, improving processes, implementing tools and caring for the team.

## Key Responsibilities

- Work with the Executive Director and other directors to plan, produce and promote communication as needed
- Develop and implement an annual communications plan that incorporates growth strategies and protects the church brand
- Manage media relations and maximize media opportunities
- Create and launch marketing and key event campaigns aligned to the vision and mission of The Church of Eleven22
- Develop branding initiatives, internal communications and external media relations
- Project manage a select number of ministry needs to support Comm PMs
- Work with others to develop, implement and monitor:
  - Brand style guide across all media channels
  - Communication style guide across all ministries
  - Online/digital strategies
  - Other media strategies

## Competencies

- Model The Church of Eleven22's mission, vision and core values
- The ability to disciple others with their walk with Jesus Christ
- Effectively manage and support the Communication team
- Ability to maintain strict confidentiality
- Strategic planning: ability to identify key issues and goals relevant to achieving the vision
- Ability to translate vision into actionable tactics and plans
- Demonstrated ability to build organizational relationships/partnerships (internal and external)
- Proven track record of effective leadership, judgment, discernment and above reproach character
- Manage confidential and sensitive information with discretion
- Possess strong organizational, planning and problem-solving skills
- Demonstrated ability to successfully influence and drive change
- Strong written and oral communication skills

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- Strong understanding of both traditional and digital communication tools and tactics
- Strong computer skills; proficient in Microsoft Outlook, Word and Excel

## **Education and Experience**

- Bachelor's degree in related field desired
- 5-8 years Communications experience including developing communication strategy, social media, graphic design/marketing, online or digital marketing/communications

## **Position Type/Expected Hours of Work**

This is a full-time, exempt position. Days and hours of work may vary based on church need.

## **Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

## **Physical Demands**

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary.

## **Code of Conduct**

1. We live authenticity
2. We are gospel-centered and mission-focused
3. We are family
4. We are life-long learners
5. We aim for excellence in the experience with zero excess
6. We choose to trust
7. We pray 1<sup>st</sup> and decide 2<sup>nd</sup>
8. We glorify God by honoring others
9. Our team unites under clear vision
10. We walk in humble confidence

## **EEO Statement**

The Church of Eleven22 provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, age, sex, national origin, disability status, genetics, protected veteran status or any other characteristic protected by federal, state or local laws. The Church of Eleven22 reserves the right to discriminate on the basis of religion to the full extent permitted by law.