



COMMUNICATIONS DIRECTOR

POSITION OVERVIEW AND PERSONAL PROFILE

TITLE	Staff Admin & Communications Coordinator
CLASSIFICATION	PT, Hourly (\$15-20/Hour), 20 Hrs/Wk
REPORTS TO	Jordan Elder
RELATES TO	Staff and Key Ministry Leaders/Directors

POSITION SUMMARY

The role of the communication director is to bring administrative help to our staff team that leads to clear communication to our church family. This means creating and maintaining an attractive, accessible, and informative process for communication at Redeemer Round Rock. This process should create an environment where everyone is clear, informed, and encouraged about what will be happening (or has happened) at Redeemer. The communication coordinator works closely with the staff team to help them communicate upcoming events, trainings, and opportunities to the church, as well as uses social media, website, other tools to tell stories of the great things God is doing at Redeemer.

KEY RESPONSIBILITIES

- *Monthly Newsletter*- prepare and collect necessary content for, proof, and send a monthly newsletter to the Redeemer family.
- *Social Media*- prepare, collect, and manage content for all Redeemer Round Rock social media, including Facebook, Instagram, Twitter, blog, and Redeemer Website. Ensure that all social media is timely, relevant content, and fits the culture of Redeemer.
- *Bulletins/Connect Info Cards*- prepare and collect content for our monthly bulletin and Connect Info cards for our Sunday gathering.
- *Graphic Design*- oversee our graphic design team to see the timely preparation of graphic design projects (sermon series graphics, bulletins, signage, class promotion materials, etc).
- *Sunday Gatherings*- be responsible for: announcement slides, write announcement "blubs", uploading and sharing weekly sermon podcast.
- *Written Communications*- proof read and edit all written communication for the Redeemer staff. Edit and post blog posts, edit and format class materials, etc.

- *Tell Stories*- use social media, blog, website, and video to help tell stories of what God is doing through the Redeemer family.
- *Special Projects*- complete additional projects assigned to you by the staff from time to time as long as it fits within your allotted hours.
- *Staff Meeting*- attend the weekly staff meeting to help keep the staff organized and up to date on events/projects upcoming.

PERSONAL PROFILE

- Love of gospel doctrine and gospel culture
- Deeply committed to the mission, vision, strategy, and culture of Redeemer Round Rock
- Strong administratively and relationally
- Articulate— easily puts thoughts and ideas into words via conversation, print, and presentation
- Adaptable and collaborative, enjoys working in closely with others to accomplish a goal
- Creative— energized by creating and sharing information in fresh and compelling ways to help others
- Self-starting and hard working who takes ownership of what they have been asked to do
- Ability to work in harmony with Redeemer staff and ministry leaders
- Love of serving and desire to do whatever is needed to advance the mission of the church

Time Requirements: 20 hours per week

Compensation: \$15-20/hour (depending on qualifications). No medical or dental benefits

HOW TO APPLY

If you would like to apply, please complete the questionnaire below and send to jordan@redeemerrr.org

APPLICATION FORM

APPLICATION FOR Communications Director

CONTACT DETAILS *(Email and Phone)*

EDUCATION AND TRAINING *(Please provide a summary of your education, training and qualifications since leaving high school. Include dates, schools/institutions and qualifications and awards earned. Also include any training or resources studied specifically relating to ministry or working with children.)*

CAREER HISTORY *(Please provide a summary of your career to date. Include dates, organizations, your title where applicable, and also a summary of the job role and responsibilities.)*

INTEREST *(Why does this role interest you? How does this role fit your education, training, experience, sense of call, and gifting?)*

APPLICATION FORM

APPLYING SKILLS AND EXPERIENCE

(Please answer each of the following questions to demonstrate how your skills and experience fit with the job role and requirements.)

1. Describe how you would go about your first 100 days as the Communications Director. Be specific. What would be your main goals, priorities, intentions, concerns?

2. Describe how you have done this type of work in the past? What is your greatest strength and greatest weakness when it comes to helping others organize and communicate?

3. How would you go about 1) managing Redeemer's social media 2) communicating an important event upcoming 3) sharing a story of someone coming to Christ through one of our missional communities?

4. Describe what you believe to be the critical skills, attitude, etc necessary for the Communication Director.

5. Describe what your ideal 'working' relationship would look like between the Communication Director and the other staff.