

Position: Communications Director

Accountable To: Assistant Pastor, Senior Pastor

Ridgeview Baptist Church is an independent Baptist church with a multi-generational congregation. Over the past 15 years, we have transitioned our ministry philosophy to more effectively minister within the current culture while remaining grounded on the truth of God's Word. Our ministry includes large and small group gatherings, Awana, LifeGroups, an emphasis on missions, and vibrant kids and youth ministries. Ridgeview Christian School is a valued, active part of our ministry on the same campus. Ridgeview is located in the heart of the Shenandoah Valley, in Stuarts Draft, VA.

Ridgeview Baptist Church is looking for someone who can take our mission of *introducing Christ to our world and equipping His people for a life of service and devotion* and apply it to the specific task of communicating the various aspects of our ministry to our congregation and the general public. We are looking for someone to maintain the ministry communications through our website, social media, email, and various other channels.

Responsibilities:

- Oversee and maintain all aspects of ridgeviewministries.com and subsequent app
- Maintain church calendar for events.
- Oversee and maintain all aspects of Ridgeview Ministries social media.
- Prepare graphics for the Sunday Church Announcement loop
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Requirements:

- Must have a mature and growing personal walk with the Lord
- Must see his personal walk with the Lord as the foundation and basis of ministry
- Must be aligned with Ridgeview Baptist Church's Statement of Faith, Mission, and Values
- Must be willing to seek to understand the Church's history and trajectory and find their place within the larger story of what God is doing at Ridgeview.
- Must have excellent written communication skills
- Must have excellent visual communication skills
- Must be able to learn how to use the Subsplash Website platform, Canva.com, and other communications technologies.
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Other Details:

- Hourly position
- Approximately 5-8 hours a week
- Most work may be remote