



# Communications Director

**Silver Creek Methodist Church**  
**Part-Time/Mostly Remote Position**

## Position Summary

The Communications Director supports the Gospel of Jesus Christ by providing comprehensive administrative, organizational, and communication support. This position manages all church communications—including email, website, digital platforms, social media, calendars, newsletters, and printed materials. Working directly with the Pastor, the Communications Director ensures excellence in all communication efforts.

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## Primary Responsibilities

### 1. Communication & Media Management

- Create, edit, and distribute **weekly and monthly church newsletters**, ensuring clear, timely, and engaging communication.
- Oversee all digital communication platforms:
  - Mass emails
  - Text messaging systems
  - Church-wide distribution lists and group contact databases
- Create, post and manage content on the church's **Facebook and Instagram** accounts, sharing ministry updates, events, photos, devotionals, and storytelling content.
- Establish a consistent communication tone and visual identity across all digital and print formats.
- Respond to phone & digital inquiries and messages and monitor engagement on social media platforms.

### 2. Website Management

- Maintain and update the church website, ensuring all content is current, accurate, and reflective of church ministries and events.
- Upload events, photos, and announcements regularly.
- Coordinate with the Pastor and ministry leaders to keep ministry pages and calendars updated.
- Make minor layout or design changes; coordinate larger changes with technical support.

### 3. Worship Support & Print Materials

- Create, format, and print the **weekly worship bulletin**, including announcement slides, prayer & guest cards and other printed materials



- Work collaboratively with the Pastor and worship leadership to gather worship content each week.

#### **4. Administrative & Office Support**

- Maintain and update the church's online calendars, including facility usage, and ministry events.
- Support office operations including copying, filing, ordering supplies, printing, mail distribution, and record-keeping.
- Manage confidential information with discretion, professionalism, and pastoral sensitivity.
- Provide basic troubleshooting for office equipment; coordinate with vendors for additional support.

#### **5. Digital & Technical Proficiency**

- Already proficient and/or able to learn:
  - **MailChimp**
  - **Canva**
  - **Microsoft Office Suite** (Word, Excel, PowerPoint, Outlook)
  - **Google Suite** (Docs, Sheets, Slides, Forms, Calendar, Drive)
  - Website content management systems
  - Social media platforms (Facebook, Instagram)
  - Cloud filing and record keeping

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### **Core Competencies**

- Excellent written, verbal, and digital communication skills
- Strong organizational, time management, and multitasking abilities
- Creativity in design, layout, and digital communication
- Attention to detail and consistency
- Ability to work independently and collaboratively
- Ability to adapt and learn, becoming proficient in skills needed.
- Commitment to the mission and ministry of Silver Creek Methodist Church
- **Have fun in the LORD “as working for the Lord” (Colossians 3:23)**

### **Work Schedule & Compensation**

- **<20 hours per week**, coordinated with the Pastor
- **Most hours can be completed remotely**, with the remaining hours on-site for office support or meetings.
- Reports directly to the Pastor
- \$9,000/year salary