

**Bethel Presbyterian Church**  
Cornelius, NC [www.bethel-pc.org](http://www.bethel-pc.org)

**Title:** Communications Director

**FLSA Status:** Full time, Salary, Exempt

**Purpose and Position Description:** Serve as director and hands-on leader for the coordination of Bethel Presbyterian Church's distinctive communications needs. Provide a strategic visionary role in assessing and improving communication practices and channels where needed. Position will be supported by staff and the Communications Committee and will serve as the leader for all initiatives that fall under the communications.

**Accountable to:** Head of Staff Pastor and to the Session through the Communications Committee.

**Duties and Responsibilities:**

- Manage communications (written and verbal) support functions, mediums and branding
- Support the design, development and utilization of church website; keeping current and making enhancements with content oversight
- Video production - managing in-house promo productions and working with vendor on outsourced projects
- Photography for website and newsletters
- Editorial duties and oversight of:
  - Beacon newsletter publication
  - Weekly emails, devotional emails and newsletter
  - Weekly bulletin
  - Announcement inserts and slides
- A/V and Media team support - create and design worship slides as needed
- Develop written content for Pulpit Time/Life @Bethel/ and other spoken announcements
- Draft Press Releases, Public Relations, Advertising Copy (Print)
- Bulletin Boards – create and design content as needed (internal communications)
- TV screens – create and design content as needed (internal communications)
- Graphic design of event banners (outdoor advertising)
- Social Media feeds – Facebook, YouTube, Instagram, Twitter, Bible App
- Support all church committees, teams and staff as special communication needs arise (officer nominating process, placing job ads, special events, etc.)

**Knowledge, Skills and Abilities:** Ability to work with people of all demographics (church committees, staff and volunteers). Must be technologically literate, experienced with social media, graphic design, and have excellent communication and computer skills

**Credentials and Experience:** Bachelor's degree or equivalent experience. Two to four years of commensurate marketing, technology and communications experience.

**Special Requirements:** Must exhibit a life surrendered to the Lordship of Jesus Christ and recognize that ministry is about bringing people to a relationship with Him. Be able to pass NC background check.

Resumes may be sent to: [Billweat@gmail.com](mailto:Billweat@gmail.com)