

Title: Director of Communications

Location: Middletown United Methodist Church / Louisville, KY

Contact: Rev. Scott Woodburn / swoodburn@middletownumc.org

Job Posted Until: 10/9/2017

POSITION DESCRIPTION:

The Director of Communication is to oversee the communications and marketing aspects, audio/visual aspects, and technical components of the church's ministries.

RESPONSIBILITIES:

- Develop and implement MUMC's internal and external communications plan, including preparing and administering the budget for the plan
- Establish MUMC's Communication Policies and Procedures.
- Manage all aspects of MUMC's primary and related websites and analyze trends to develop a plan for continued growth
- Create, manage, and analyze multiple channels of social media including but not limited to Facebook, Instagram, and Twitter.
- Produce creative and effective videos for use in worship and marketing
- Oversee worship services audio and video usage
- Work with Administrative Assistant, Director of Worship/Music, and others as needed to provide the best possible design for all church publications, advertisements, website, and audio/video support.
- Works with team members to produce resources for worship services and events.
- Create communication strategies to market, inform and promote teaching series, big events, and other campaigns related to the future and/or life within the community/church
- Record and post-produce weekly sermon Podcast and post to provider within 36 hours of Sunday service. Be responsible for providing duplicates of recordings of worship and programs as needed.
- Recruit, train and lead volunteers/teams such as audio/video, designers, photographers, artists and writers and works with them to identify new opportunities to reinforce the place/identity/brand of MUMC in the community
- Direct and monitor design of all promotional materials, including monthly newsletters, and signage throughout the building.
- Develop a system to organize and prioritize all communication of MUMC, especially with an emphasis on Outreach.
- Supervisory experience with demonstrated ability to lead a team to deliver outstanding results.
- Very strong editing, proofing, fact-checking skills with the highest attention to detail.
- Other duties as assigned

QUALIFICATIONS:

- Associate or Bachelor's degree in communication or marketing preferred.
- Proven technical experience with audio and/or video recording, streaming, publishing programs and grass-roots marketing efforts.
- Exceptional written & verbal communication skills.

- Experienced with graphic design technology & tools.
- Track record of creating/implementing communication plans, including developing the materials to support those plans.
- Demonstrated experience managing multiple Social Media Pages & Print/Media including, Facebook, Twitter & Instagram.
- Strong organizational skills for managing multiple projects.
- Ideal candidates would consider themselves "early technology adapters"
- The ability to prioritize, work well under pressure, as part of a team, and with many moving parts and opinions.
- Comfortable with Mac and/or PC.
- Experience with ProPresenter or comparable worship presentation software.

Salary—TBD