



Position Title: Director of Communications/Community Manager

Reports To

(position not person): Staff Coordinator

Classification: ☐ Pastor ☒ Part-time transitioning to Full-time
☐ Full-time ☐ Part-time ☐ Temporary / Contractor

Position Description

GENERAL POSITION SUMMARY

Position is responsible for advancing the overall work of Key Ministry through the creation and maintenance of an online communications system that maximizes the availability of online tools, training, and resources towards the goal of creating “a church for every child.”

ESSENTIAL DUTIES & RESPONSIBILITIES

Oversee all ministry promotion/communication

1. Review Key Ministry's current promotional resources and, in consultation with the Director of Strategic Initiatives and the Staff Coordinator, prepare a promotion/communication strategy for the next 3 months/ 6 months/ one year.
2. Updates and monitors all of Key Ministry's social media platforms.
3. Regularly gather feedback from Key Ministry partners, board members, and staff about what has worked, and what needs improvement, in terms of KMF online communication.
4. Regularly review and recommend enhancements for social media, email marketing, website content, etc.

Network/communicate with strategic partners

1. Champion collaborative Kingdom-building approach to ministry with other like-minded individuals and organizations.
2. Target and cultivate strategic ministry partnerships, together with Key Ministry staff and Board members.
3. Identify/attend ministry conferences for purpose of relationship development and enhancing the visibility of Key Ministry.
4. Contribute to ministry trainings and conferences – online as well as in person - as requested by Staff Coordinator.
5. Actively participate in meetings and leadership development opportunities offered by partner organizations as scheduled and/or requested.

Online Church

1. As requested, join with the Director of Strategic Initiatives in the visioning and development of Key Ministry's online church platform.
2. Coordinate Online Church volunteers – develop roles, create job descriptions, provide training, feedback.
3. Pursue sponsorships for online church platform, Inclusion Fusion, and Key Ministry training events.
4. Regularly communicate with volunteers to cast vision and set clear direction.

Online Advertising

1. Oversee all online advertising (Facebook and Google Adwords)
2. Regularly review and report on effectiveness of online advertising.

QUALIFICATIONS

This section should list the minimum education and experience required for entry into this position.

A. Education

Minimum level of education required to perform the responsibilities of this position.

Level of Education

- ☐ High School Diploma/GED
- ☐ Associate Degree
- ☒ Bachelor's Degree
- ☐ Master's Degree
- ☐ Other (must specify): _____

Area of Study

May additional equivalent education (above the required minimum) be substituted for the checked level of education? ☒ Yes ☐ No

B. Experience

Required

- Three or more years experience either in ministry or non-profit management
- Proven ability both to lead and to be a part of a team.
- Experience in some aspect of disabilities ministry.
- Extensive knowledge and experience with online resources and possibilities.

Preferred

May additional equivalent education above the required minimum be substituted for the indicated level of experience? ☒ Yes ☐ No

C. Additional Knowledge, Skills, Attributes required

Essential Qualities:

- A sense of passion for the mission of Key Ministry.
- A demonstrable commitment to Jesus Christ as Lord and Savior.
- Ongoing involvement in a local church.
- An entrepreneurial, risk-taking spirit.
- Team player.
- Willingness to work collaboratively with Director of Strategic Initiatives.

Preferred Qualities:

- Familiar with church culture and ministry health.
- Familiar with and embraces outward focused ministry perspective.

Staff Support:

Employees of Key Ministry should expect...

- Encouragement and collaboration from staff and board
- Clear directions and consistent priorities
- Constructive, thoughtful feedback
- The ability to complete tasks and make decisions with the confidence that the board and staff trust and support them
- Appreciation of the unique gifts and talents of all Key personnel

Physical Requirements

- Not Applicable

All of the above duties and responsibilities are essential job functions for which reasonable accommodation will be made. All job requirements listed indicate the minimum level of knowledge, skills, and/or ability deemed necessary to perform the job proficiently. This job description is not be construed as an exhaustive statement of duties and responsibilities or requirements. Staff may be required to perform other job-related duties as requested by their supervisor. This job description reflects assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

Upon completion, electronically forward Job Description to HR for review and grading.

To Be Completed by Human Resources

Level: _____

FLSA Status: ☐ Exempt ☐ Non Exempt

Approved:

HR Director

Date