

**Job Title:** Communications Director

**Reports to:** Planning Specialist

**Position Status:** Part-time Non-exempt

**Rate of Pay:** DOE

**Hours:** 15 hours per week

**Position Summary:** Citipoint Church's field of vision is *the Skagit Valley*. Our aim is to *bring the gospel* to the Skagit Valley and to *develop mature disciples* of those who believe the gospel. The Communications Director (CD) plays a critical role in ensuring that we hit the mark. The CD ensures that the vision, strategies, and essential news of Citipoint Church is clearly, consistently, and compellingly conveyed throughout the church and to the Skagit Valley community.

**Personal Character:** The CD is to display a demeanor and work ethic that is becoming of a Christian. They are to be humble, hard-working, flexible, a team player, attentive to details, professional, prompt, thorough, and enthusiastic.

The CD is to be mindful that as an employee of Citipoint Church he or she represents the Lord and his church at all times, not just when at the church facility.<sup>1</sup>

**Schedule:** The CD is expected to spend the bulk of his or her allotted time in the church office though some of the work can be done off-site. Attending weekly staff meetings is a must. It should also be understood that much of the work will need to be done during the latter part of the week, as the church prepares for the Sunday gatherings.<sup>2</sup>

**Responsibilities:**<sup>3</sup>

The entire online presence of Citipoint Church is in the purview of the CD. He or she is responsible for the accuracy and "cool factor" of the content.

- Website; written content, pictures, videos, calendar, etc.
- Social Media; Twitter, Instagram, Facebook
- Church YouTube channel
- Church App

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<sup>1</sup> This includes one's personal social media content.

<sup>2</sup> The sermon manuscript isn't usually sent out until early afternoon on Thursdays. Regardless of when it is sent, the CD will then need to build the PPT and get the content into the church's narrative via social media.

<sup>3</sup> The prospective CD must be proficient in the necessary programs, software, etc. that are required to complete these responsibilities with excellence.

The CD is responsible for the other electronic information for the church as well as it's printed information.

- Planning Center Calendar
- E-mail blast; weekly
- Internal Graphics
- Event Graphics
- PowerPoint Presentations
- Programs and Program Inserts<sup>4</sup>
- Coordination of information for Citipoint campus'

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<sup>4</sup> Currently done by the Receptionist