



# Doylestown Presbyterian Church

## Director of Communications

### Job Summary

This staff person will develop and implement a robust communications plan that is coordinated, repetitive, and consistent to ensure our message is clear, accessible, and compelling. Through this role, she or he will help create energy within DPC for participation in our ministries and offer an appealing glimpse of who we are to the community beyond our walls.

### Position Information

This position is a full-time, exempt position

### Reports to

Senior Pastor

*All staff roles include a shared responsibility to embody the congregation's Mission Statement of "Be a bridge for Christ and a beacon of His love" and furtherance of the strategic themes from its Strategic Plan: Worship of God, Growing in Faith, and Mission and Service.*

### Responsibilities

- Develop, in conjunction with others, a robust communications plan
- Content management for all church communications
- Implement the plan using print, digital, and social media resources
- Collaborate with other staff to integrate member engagement initiatives and personalized/segmented communications
- Maintain a cohesive brand for the church
- Design and see to completion all bulletins, newsletters, banners, and other publications
- Update and maintain the website to ensure that it is accurate, engaging, and accessible
- Facilitate a social media plan with timely and high-quality views of congregational life
- Design and keep current the information on monitors throughout the church campus
- Serve as the contact person for all communications, both internally and externally
- Submit press releases and articles on ministries and upcoming events to media
- Research and recommend tools for enhancing communication

### Qualifications

- College graduate
- Excellent written and oral communication skills
- Demonstrated ability to develop and implement a transforming communications plan
- Self-starter with ability to coordinate multiple projects simultaneously and meet deadlines
- Ability to communicate effectively and graciously with staff, members, and walk-ins
- Ability to work in community, promoting a hospitable and productive work environment
- Desire to facilitate communication and brand growth within the congregation and to the public in order to strengthen the mission of the church
- Skill with Microsoft Office Suites, Web CMS, database software, and social media
- Some graphic design experience is preferable



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## Compensation

Compensation is paid twice each month, on the 15<sup>th</sup> and the last day of the month. This position is eligible for benefits as outlined in the DPC Employee Handbook.

## Performance Reviews and Salary Increases

Annual performance review will be conducted by the Pastor

Annual review of compensation by Personnel Committee

*This job description is not intended to cover every single requirement of the job.*

*The Church reserves the right to change job duties at any time.*

If interested, please submit cover letter and resume to: [jobs@dtownpc.org](mailto:jobs@dtownpc.org)

Application deadline: July 15.