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| Title: | Communication Director |
| Reports to: | Pastor of Sunday Experience |
| Status: | Full-time, Exempt |
| Schedule: | Weekday office hours |
| Value to the team: | You are a natural in communication and strategy. As an integral member of our team, you ensure we reach our target audience by your skill in digital strategy, writing, project management, and knowledge of communication best practices. |

Responsibilities

➤ Strategy

OVERALL

- Champion an effective Blackhawk communication strategy, in alignment with the Creative Director.
 - Align churchwide communication with Blackhawk's overall mission and vision.
 - Maintain cohesion of Communication Team vision, strategy, pace, and implementation.
 - Ensure ministries are supported and trained in Communication strategy, systems, and tools.
- Regularly connect with the Pastor of Sunday Experience and Creative Director to ensure cohesion of overall experience-related strategy and projects.

DIGITAL COMMUNICATION

- Collaborate with appropriate teammates to evaluate the website, ensure its effectiveness, and maintain its written content.
- Discover ways to leverage existing content and provide resources across multiple platforms.
- Supervise the Digital Communication & Database Coordinator.
- Oversee strategy of social media; align with the Creative Director on implementation.
 - Train ministries on social media strategy, ensuring alignment for quality, content, and voice.

WRITING & EDITING

- Oversee strategy and content of churchwide communications; ensure alignment across all churchwide communication mediums (e.g., website, email, social media, Sunday promotions).
- Write Sunday promotions (e.g., host notes, slides, What's Happening scripts).
- Manage the timing and content of churchwide and site-specific email notes.
- Write generosity-related communication pieces (appeals, thank you letters, updates, etc.).

➤ Project Management

- Create and ensure implementation of communication plans.
 - Prioritize the Communications Calendar.
 - Ensure project management and follow-through, including actively using our project management tool (currently Asana).
- Create and maintain efficient and effective systems, including providing clear guidelines to ministries related to timelines / deadlines.
- Oversee the Communication budget.

➤ Teamwork

- Serve as a member of Management Team.
- Recruit and engage gifted volunteers in Communication projects.

Qualifications & Skills

At least 3 years' experience in communication strategy and management
Strategic thinker with a strong knowledge of communication practices and techniques
Sees both the big picture and the details of how to get there
Demonstrated ability in organization, managing projects, and meeting deadlines
Outstanding written and verbal communication skills, as well as strong editing skills
Team-minded with excellent skills in relationship-building, emotional intelligence, and customer service
Demonstrated ability in giving and receiving constructive feedback
Able to thrive in a collaborative, fast-paced environment while staying true to the goal/strategy/mission
Exercises mature and independent judgment, confidentiality, and tact
Computer skills with familiarity of Office 365, Adobe Creative Suite, WordPress, social media scheduling software and project management software such as Asana

About Working at Blackhawk

At Blackhawk Church, we want to build a loving community that follows Christ in order to reach a community that is lost without Him. On Blackhawk staff, we consider it an honor and privilege to take part in this mission.

*Our staffing philosophy is simple: connect people to roles they'll thrive in. Our hope is to – as much as is feasible – ensure people's skill, experience and passion align with their role so that they're not just *doing* the job but *thriving* in it. Our staff culture values collaboration, coaching/development, humble service and healthy relationships. Our team works really hard, and we have fun doing it. Lastly, we aim to provide a competitive benefit package, and we offer flexibility in schedule when possible and practical.*

We are an Equal Opportunity employer committed to growing a diverse staff. We don't just accept ethnic and cultural difference – we celebrate it, we support it and we believe it's what God envisions.

To apply, visit www.blackhawkchurch.org/jobs.