

Position: Director of Communications

Purpose: To design, produce, and direct internal and external communications.

Accountability: Senior Pastor / Head of Staff

Status: Part-time, 20 hours per week

Pay: \$15 – 18 / hour

Responsibilities for Communications

OAPC seeks a single and consistent voice in all publications. The Director will be the primary communicator across all platforms. This will require proactive communication and collaboration with staff and church members. Routine tasks include, but are not limited to, managing, designing, writing, proofreading, and other responsibilities associated with the production of various work products.

Branding / Identity: Design and maintain a comprehensive branding strategy for OAPC

Products

- **Website**
 - Design, maintenance, user experience
- **Social Media**
 - Facebook, Instagram, Twitter
 - Advertising for events
 - Collaborate with pastors and staff to post ministry content
- **Weekly Email(s), occasional spotlight emails**
- **PowerPoint Presentations for Worship, Advertising**
- **Hardcopy Publications**
 - Sunday Bulletins
 - Mailings
 - Fliers, brochures, posters, and displays
 - Staff meeting materials
 - Annual Report
 - Officer handbooks, certificates

Other

- Attend weekly staff meetings, parties, and functions
- Other duties and responsibilities as assigned

Knowledge, skills, and abilities required:

- Strong interpersonal skills: joy, courtesy, and confidentiality. Team player.
- Proactive, entrepreneurial.
- Excellent organizational skills, detail oriented, produces accurate work.
- Excellent writing, proofing, and editing skills.
- MS Word, Excel, Publisher, PowerPoint. Ability to learn and utilize other specialized software as applicable.
- Experienced social media user (Facebook, Instagram, Twitter, etc.).