



## **COMMUNICATION & CREATIVE DIRECTOR**

**FULL-TIME (40-50 HRS)**

**LOCATED IN SALINA, KS**

The Communication & Creative Director position serves on the Central Services team. The Central Services team serves the 10+ locations of the CrossPoint Network in the areas of Pastoral and organizational leadership, communication, and finance. The Communication & Creative Director will have the opportunity to be a vital part of an effective and always growing church. The Communication & Creative Director will create, organize, plan and implement effective communication strategies for/with church and community audiences. The individual will support church and ministry leaders in conveying the vision and communications priorities to appropriate audiences.

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### **Communication & Creative Director Job Duties:**

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- Work with church and ministry leaders to develop communications processes and define priorities to create an environment in which messages can be communicated clearly, creatively and effectively.
- Work with church and ministry leaders to define, develop, and effectively communicate messages to church-wide and specific audiences.
- Solicit information from church and ministry leaders to organize and plan communications messages in a timely manner.
- Create, organize, plan and implement effective communications messages and strategies to church and community audiences. This individual will support church and ministry leaders in conveying their vision and communications priorities to appropriate audiences.
- Serves as an air traffic controller, keeping communication requests on time and on budget.
- Cultivate, lead, and manage a team of communications ministry volunteers (writers, photographers, designers, etc.).
- Work with church and ministry leaders to develop communications messages to reach those not currently associated with the church.
- Create and implement a strategy for becoming more visible in the community.
- Write and edit communications messages for use in various mediums and audiences.
- Keep ears open to stories of life-change within the church and develop ways to creatively communicate those stories via video, interviews, newsletter, eNews, etc.
- Facilitate proactive communications ideas, calendaring, and church-wide and ministry-specific initiatives.
- This individual is a visionary with a contagious spirit to see how the church can be concise, clear, and creative in their communications.
- Responsible for maintaining and updating the website on a regular basis and serves as the Webmaster for church's website.

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## Communication & Creative Director Skills and Qualifications:

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Leadership, Coaching/Training, Curator, Creative, Marketing, Public Relations, Organized, Ability to make and implement a plan, Relational, Team Oriented, Proficient in design software and social media platforms, Ability to do basic design work, Writing in various different styles and platforms, A communications degree is a plus.

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## Prerequisites:

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- Must to be able to pass a federal and state background check
- Agreement with CrossPoint Church on the employee standard of conduct and expectations