



SWITZERLAND COMMUNITY CHURCH

Director of Communications

Switzerland Community Church

Switzerland Community Church is in search of a full-time Director of Communications. Our church is in Northwest St. Johns County and has a rich history in our community that stretches over 60 years. The ideal candidate will fully engage in our mission to help our community and church take their next steps in following Jesus.

Job description:

Curate all communication assets (web, print, social, environmental, etc.) to consistently champion Switzerland Community Church's brand, vision and mission. Develop and lead projects with a Christ-centered mindset to broaden our reach and deepen SCC's impact for congregants and community.

Qualifications:

- A strong and mature believer
- A minimum of a bachelor's degree in communication or equivalent work experience in this field
- The ability to receive feedback as we strive for excellence
- Strong written and verbal communication skills
- Ability to problem solve, prioritize tasks, delegate when appropriate, and meet deadlines
- Computer proficiency including word processing, Adobe Design Suite (Photoshop, InDesign, Illustrator, etc.), Microsoft Office Suite, and others as deemed necessary by supervisor
- Photography Skills/Video Skills are a plus
- Ability to create and test dynamic marketing campaigns and measure effectiveness using standard industry tools and analytics with the ability to translate vision into actionable tactics and plans.
- Ability to create and manage a system of communication requests, approvals, and content creation in a multi-ministry church setting

Responsibility:

- Create, edit, and distribute all church communications
- Oversee and update the SCC website and church app
- Generate graphics to support sermon content and events
- Oversee and create dynamic content for all SCC social media platforms with high levels of engagement
- Create events and send communication via Planning Center
- Maintain consistent office hours and participate in weekly staff meetings as directed by supervisor
- Ensure branding and communication guidelines are followed across all media channels, all ministries and all online/digital strategies
- Report to supervisor weekly to give status of department needs and initiatives

Reports to:

The Staff Pastor, Elders, and Council.

Estimated Salary:

40 - 45K depending on experience level

Blue Cross and Blue Shield Health Insurance - SCC pays 50%

401k Plan where SCC matches to 3%

PTO commensurate with experience level

**Applicants should send resume and digital portfolio links to
Pastor Jack Basford at jack.basford@switzerlandcc.org**

<https://www.switzerlandcommunitychurch.org>