**Job Description**

Communications Director

**Status**: Part-time (20 hours/week), could be combined with other roles (based on individual gifting & desire) to become a full-time position

**Reports to**: Lead Pastor

**Summary:**  Since planting, Common Ground Northeast has developed an understanding of our mission to pursue reconciliation along gender, racial and socio-economic lines. As we begin to better to live into that mission, we have recognized the criticality of effective communication in achieving that mission. Because of this, we are hiring a communication director to develop and execute the wide variety of communication needs that are critical to the ongoing health and growth of any organization—including the church.

**Qualifications/Relevant Experience**

* Agreement with Common Ground's mission, vision, and philosophy of ministry
* A four-year degree from an accredited college or university
* At least 2-3 years related experience
* Experience in pursuing reconciliation across racial, gender & socio-economic backgrounds and communicating to a diverse collection of people

**Required Knowledge, Skills and Abilities**

* A gracious, Christ-like demeanor in demanding situations
* Self-motivated; takes initiative and demonstrates flexibility
* Teachable, with a passion to grow in their faith and abilities; committed to expanding knowledge through reading, engaging and experience
* Experience in developing and implementing communication ideas & campaigns and remaining current and relevant with the growing array of communication tools that exist

**Primary Duties/Responsibilities**

* Conceive and create effective communication to reach a church body that utilizes diverse streams of sharing and receiving information
* Create a regular presence on social media, posting on a variety of topics related to the church
* Work closely with the staff to align on messages to the congregation, to leadership and to other key stakeholders
* Engage in the aspects of the Sunday worship gathering that are related to multimedia
* Develop communication tools & methods that invite others to become part of the church