



Position Description for  
**Communications Director**

**Title:** Communications Director

**Reports to:** Senior Pastor

**Employment Status:** Exempt

**Summary of Position**

Supervisory position that oversees the overall visual and social messaging of North Heights, including creating consistency of brand and narrative for all print, graphic design, web, ads, and social media.

**Areas of Responsibility:**

- Oversees the engaging, creative, accurate and timely maintenance of North Heights website for both external and internal visitors.
- Oversees the content and production of promotional messaging, ensuring accuracy, compelling formatting and consistent language—including all promotional materials, bulletin, emails, social media and others as needed.
- Facilitates clear and concise verbal announcements for all weekend worship services.
- Write and oversee production of video announcements for weekend worship services.
- Write and co-author weekly emails, congregational letters and presentations for the Senior Pastor and other important communications to the congregation through all platforms.
- Create an internal and external communications strategy that results in an engaged congregation with new people curious about what's happening at North Heights.
- Collaborate with the Associate Pastor for Disciple-making and other team members on communication tactics to engage the congregation and encourage outreach efforts.
- Supervises communications staff and collaborates with other ministries to assure consistent brand and narrative in all promotional materials.
- Develops and encourages leadership development of the communications staff.
- Coordinate all North Heights website and social media platforms to ensure effective congregational and community communications.
- Guide people to take their next step toward spiritual maturity.
- Establish and manage measurable quarterly goals that are in alignment with our Vision
- Adhere to staff core values
- Adheres to the Constitution and Bylaws of North Heights
- Performs other duties as assigned that further the vision of North Heights

**Qualifications, Skills & Abilities Required:**

- Belief that Jesus is the one and only Son of God and the only name that can save a human being. Be filled with the Holy Spirit and demonstrate the use of spiritual gifts.
- A good grasp of the Bible and a belief that the Bible is the inspired Word of God.
- Previous leadership experience with executive level leaders of an organization in the areas of communications.
- A strong ability to serve others and a history of demonstrating strong servant leadership.
- A teachable spirit.
- Ability to multi-task effectively.
- Writing and editing experience
- Organized record-keeping and other work habits.
- Web design proficiency and successful implementation of social media strategies.
- Able to communicate on multiple levels, from social media to print media.
- A passion to see people come to faith in Jesus and grow in their walk with Jesus as they reach out to others.
- A proven track record of being a team leader with strong inter-personal skills.

**Outcomes Required:**

- All content and materials produced by staff (paid and unpaid) are high-quality, with branding and narrative consistent with the vision and direction of North Heights.