

## Calvary Church of Pacific Palisades

Communications Director

Our Communications Director is a passionate follower of Jesus, who is growing in their faith, loves the local church and follows the leading of the Holy Spirit. They will believe in and wholeheartedly support the mission, vision and values of Calvary Church.

### Position Description

The Communications Director will provide strategic leadership and implementation of all communications to consistently articulate, enable and fulfill Calvary's mission and vision. The Communications Director will work to create consistency of messaging and excellence throughout all of our communication channels. This would include, but not limited to, our website, app, email and social media.

The Communications Director will report to the Operations Pastor of Calvary Church and will serve as a member of the Calvary Ministry Team. The Communications Director will work in partnership with key ministry leaders to execute communication needs of upcoming ministry opportunities and events.

The Communications Director role is 20 hours per week, 2 hours of which will be actively participating in a weekly Staff Meeting (10am-12pm Tuesday).

### Position Responsibilities

- Contribute to and implement the overall communication strategy
- Create and implement a cohesive and impactful communications schedule across all ministry areas
- Create weekly church-wide communications
- Collaborate with ministry team and write weekly ministry specific communication
- Generate, write and post relevant social media to our various platforms, which can include both wording and photos
- Keep our website and app updated with relevant information and events

### Characteristics of our Communications Director

- Above all else, have a servant's heart
- Strong relational competency
- A Team Player who believes "We is Greater than Me"
- Solution mindedness and problem solving, a "can do!" spirit
- Skilled in active, thoughtful listening in meetings and conversations
- A solid understanding of the culture of Calvary and what makes it stand out in the community
- A high level of adaptability and agility
- A proactive, rather than reactive, attitude and spirit
- High self-confidence
- Ability to exercise spiritual discernment and good judgment
- A high aptitude for constant learning
- A get it done attitude
- Someone that enjoys conquering challenges
- Someone who excels at flexibility and embraces the challenges that come with the ever-changing world of Church life
- Someone with a great sense of humor in the midst of busy life.
- Someone who can find balance amidst the chaos of constant demands.

### Work Expectations and Compensation: Role to begin Thursday, July 1, 2021.

The Communications Director will work with the Operations Pastor of Calvary Church to set a regular office schedule. Schedule to include Tuesday Staff Meetings, and other "All-in" Calvary events. You may also be required to work some Sundays to help the team as needed. You will also be asked to join our Team for our yearly Staff Retreat in June.

**Compensation** will be between \$20-24 per hour (based on experience)

**Apply** – Please send your resume into Amen Bains [abains@calvarypalisades.org](mailto:abains@calvarypalisades.org)