

Communications Director

Isle of Hope United Methodist Church, Savannah GA., was organized on December 18, 1851, on the mainland near the intersection of Skidaway and Bethesda Road, but was later moved to the "Island," called Isle of Hope. Isle of Hope United Methodist Church continues to be a symbol of beauty and inspiration, not only for those in the congregation but for the entire Savannah community. Throughout our past and into the future, Jesus is, always has been, and always will be our Isle of Hope in a world of hopelessness.

The church is searching for a Communications Director to oversee internal and external communications for the congregation, ensuring its message is consistent and engaging.

Position Responsibilities:

Examples of specific duties are shown below. These are not meant to be comprehensive. Additional duties and responsibilities may be assigned as needed by management for the development of this position and the benefit of the church.

- Develop and execute an annual communication strategy based on the defined communication schedule required by Isle of Hope United Methodist Church, across the various ministries of the church to build organizational growth and sustainability.
- Manage and be responsible for communications – including written, digital, graphic design, and software coordination.
- Develop content and ensure that all items such as newsletters, appeal letters, cards, weekly worship bulletin(s), website updates, email blasts, and social media pages adhere to defined standards of content and appearance.
- Ensure the timely printing of weekly worship bulletin(s), newsletters, brochures.
- Create, and schedule electronic marketing via email, newsletters, and social media.
- Create registrations for various events and maintain registration lists.
- Provide creative design support to ministerial and program staff, and the congregation including UMW Circles, committees, etc.
- Ensure internal communication is clear and distributed regularly to ministerial and program staff, and the congregation including UMW Circles, committees, etc.
- Conduct and produce video and photography as needed to ensure appropriate communication messaging and formats.
- Produce and maintain a calendar software for staff, volunteers, and the congregation.
- Maintain the church website, including SEO optimization.
- Assist the Office Manager during office hours, including welcoming visitors, routing calls, and similar administrative tasks.
- Promote the church in traditional media outlets (print, radio, and broadcast).
- Promote the church events and special functions in the community.

Skills and Qualifications:

- Proficiency in communication skills, both oral and written.
- Proficiency in the technological skills and creativity needed for print and electronic design projects, while maintaining the church's graphic design and editorial standards.
- Ability to multi-task and re-prioritize as needed to manage multiple projects concurrently while meeting deadlines.
- Possess strong organizational, planning, time management, and coordination skills.
- Possess a sense of urgency; is self-motivated and detail-minded.
- Proficiency in general computer software, and particularly graphic design software.
- Knowledge and experience in social media platforms and proficiency in digital marketing growth strategies.
- Knowledge and experience in photography and video production.
- Knowledge and experience in web-editing software and applications.
- Possesses strong interpersonal skills and the ability to build collaborative relationships with the team.
- Preferred experience with platforms including, but not limited to, Constant Contact, Tithe.ly, Adobe Suite (InDesign, Illustrator, Photoshop, PremierePro, and Acrobat), Canva, Planning Center, SignUpGenius, Tockify, ACS, and Remind.

Education and Experience Requirements:

- Bachelor's degree in public relations, marketing, strategic communications, or equivalent
- Minimum three years of marketing experience
- Demonstrated experience with graphic design and all types of social media (e.g., Facebook, Instagram, LinkedIn, etc.)

Competitive salary and benefits package, commensurate with experience and qualifications.

APPLY:

If you meet the above requirements and are interested in applying, please forward resume and cover letter by May 31, 2023 to: bill_s_31406@yahoo.com

or mail to:

IOHUMC

Attn: Anchor Subcommittee

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