



**Position Title:** Director of Communications

**Position:** Exempt/Full-time 40 hours per week

**Primary Function:** The Director of Communications imagines and implements strategies which ensure the ministries of the church are communicated to the congregation and visitors. In this ministry, they work closely with and advise directors, pastors, and church leaders in how to communicate, educate, connect and inspire both the congregation and the greater Memphis area. This position reports directly to the pastor/ head of staff.

**Essential Functions:**

- Maintains all communication - internal and external - aligns with the mission and vision of Idlewild
- Creates and implements communication plans for various ministries
- Streamlines multiple calendars into one church-wide plan
- Leverages social media to implement best engagement
- Maintains an accurate and updated website
- Responsible for weekly Adult, Youth, Children, and church wide emails
- Along with specialty email communication as needed
- Formats weekly and specialty worship bulletins
- Leads and directs engaging video content for social media and Youtube
- Offers creative guidance to larger communication projects such as stewardship campaigns, Vacation Bible School, promotional videos, and church signage
- Teaches directors and church leaders how to best reach their audience
- Supervises sound technician and contracts videographers, photographers, and others as necessary
- Other duties as assigned

## **Minimum Requirements:**

- Bachelor's degree (communications or marketing preferred)  
3+ years of directly related work experience; i.e. external communications, graphic
- design, social media
- 1+ year of leadership experience
- Experience with church communications a plus
- Proficiency with Adobe Suite, Microsoft Suite, Instagram, Facebook, Youtube
- Familiarity with WordPress, Canva, Constant Contact, and Realm is a plus
- Ability to prioritize and efficiently manage multiple deadlines and tasks
- Keen attention to detail
- Video experience preferred
- Team-oriented, professional work style
- Highly motivated, positive, and entrepreneurial-minded
- Able to take a job from conception to completion and open to doing whatever it takes to get the job done
- Must provide three references
- Must pass criminal background check

**Competitive salary. Exceptional benefits (available immediately).**

**To apply, please send a cover letter and resume to [jobs@idlewildchurch.com](mailto:jobs@idlewildchurch.com)**