

DIRECTOR OF COMMUNICATIONS

POSITION PURPOSE: The Director of Communications leads Orangewood Church's communication strategy across all platforms (print, digital, and physical), ensuring clear and consistent messaging that reflects the church's mission and engages the congregation and community effectively.

SUPERVISES: Sr. Graphic Designer, Communications Coordinator

REPORTS TO: Executive Director

EMPLOYMENT TYPE: Full time (Schedule available for discussion)

JOB DESCRIPTION: The Director of Communications leads the strategy and execution of Orangewood's internal and external communications while guiding the Communications team to clearly and effectively share our mission, vision, and values. This role oversees branding, storytelling, and various media to ensure consistent, engaging, and Christ-centered messaging across all channels. Working closely with ministry leaders, the director develops creative campaigns that connect people to our mission of inviting people into the life-changing story of Jesus.

QUALIFICATIONS & REQUIREMENTS >>

EDUCATION

Bachelor's degree in Communications, Marketing, Public Relations, or related field preferred; equivalent experience considered.

EXPERIENCE & SKILLS

Proven experience in communications, marketing, or media leadership.

Familiarity with church culture and mission-driven communication. Experience working in a church is preferred, with other nonprofit or ministry experience considered.

Strong understanding of digital strategy, social media, branding, and storytelling.

Ability to oversee multiple communication channels and maintain consistency.

Excellent writing, editing, and content development skills.

Experience in the following software programs are preferred: Click Up (or equivalent project management software), Adobe, Canva, ProPresenter, Planning Center.

REQUIREMENTS

Must be an active member of Orangewood Church. All employees must be evangelical Christians, committed to performing their duties in accordance with the stated mission of the church, OC Employee Handbook, and the Westminster Confession of Faith.

COMMON "PATHWAY" FOR ALL EMPLOYEES

As a team, as individuals within a team, in your area of specialty, and in collaboration with the staff team as a whole—build easily and at-all-times-accessible on-ramps for both long-time and new OC members/attendees, as follows:

Gather

Contribute to increased traffic of non-churched residents (chiefly non-Christians, de-churched people, and new residents) into OC corporate worship services.

Shepherd OC members and attendees to increase the frequency of their Sunday worship attendance and engagement.

Contribute to increased engagement of members and regular attendees in private worship involving consistent/near-daily Bible reading and prayer.

Connect

Contribute to increased numbers and percentages of members/regular attendees who are meaningfully engaged (connecting at least two times per month) in a smaller community within the church.

Serve

Contribute to the increase of regular member/attendee involvement and volunteerism in the church, especially on Sunday mornings and within your ministry area—thereby strengthening OC as a "staff-led, volunteer-run" church.

Help all members/attendees under your influence to engage meaningfully and enthusiastically in all-church gatherings, all-church outreach initiatives, etc.

Through regular pursuit, recruiting, and equipping, contribute to the continual growth of OC's volunteer servant pool—always aiming to "turn strangers into friends, friends into family, and family into empowered servants and leaders."

PRIMARY RESPONSIBILITIES >>

In all responsibilities, the director should be focused on leading the church to live into our mission of *inviting every person into the life-changing story of Jesus* and further the vision of calling our people into a life that is gospel centered, formation-focused, and mission-seeking.

LEAD & OVERSEE COMMUNICATIONS STRATEGY

Direct and manage all aspects of Orangewood's communications—brand voice, messaging, media, and storytelling—ensuring alignment with the church's mission, vision, and values. This includes developing and implementing strategies across digital, print, and in-person channels to effectively reach the congregation and community.

MANAGE CREATIVE CONTENT & TEAM EXECUTION

Oversee the creation and distribution of high-quality content (visual, written, and digital) that supports worship, events, and ministries.

Provide leadership to staff and volunteers on the communications team, ensuring excellence in graphic design, video, social media, print, and other communication tools.

HOW TO APPLY >> Please send cover letter and resume to **Andrew Lockhart** | **Executive Director** | alockhart@orangewood.org

All of the above duties and responsibilities are essential job functions for which reasonable accommodation will be made. All job requirements listed indicate the minimum level of knowledge, skills, and/or ability deemed necessary to perform the job proficiently. The position description should not be construed as an exhaustive statement of duties, responsibilities, or requirements. Employees may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodation.