

# COMMUNICATIONS DIRECTOR

## Exhibit “A” — Duties of Employee

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### PRIMARY PURPOSE

The Communications Director oversees what Victory Church communicates and how key moments are experienced. This role is responsible for shaping clear, timely, and effective communication while also coordinating and executing church-wide events that support the mission, vision, and spiritual life of Victory Church.

This position is part communications strategist and part events coordinator, ensuring that people are informed, prepared, and engaged—both through messaging and meaningful in-person experiences.

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### JOB PURPOSE

The Communications Director leads church-wide communication systems and event coordination to ensure clarity, consistency, and excellence. This role manages email, text, website content, print materials, Sunday host moments, and event logistics, working closely with ministry leaders to support weekend services, initiatives, and special events.

This role does not own creative production (design, video, social media, branding execution), but instead partners with creative teams to ensure communication and events are aligned, well-organized, and executed with intention.

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### TOP ROLES

- Oversee church-wide communication strategy and delivery
  - Manage email, text, website, and print communication systems
  - Coordinate and execute church-wide events and key ministry moments
  - Partner with ministry leaders to support clarity, planning, and execution
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# TOP ROLES & RESPONSIBILITIES

## 1. Communication Strategy & Messaging

- Own what we communicate and why, ensuring all messaging aligns with Victory's mission, values, and theology
  - Develop and manage the annual communications calendar in collaboration with ministry leaders
  - Ensure consistent messaging across announcements, host scripts, print materials, email, text, and website
  - Write and edit copy for church-wide initiatives, events, and ministry communications
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## 2. Digital, Email, Text & Website Management

- Manage and maintain all email and text communication platforms (Mailchimp, Text in Church, Planning Center, etc.)
  - Create, schedule, and analyze church-wide email and text campaigns
  - Oversee website content, ensuring accuracy, clarity, and timely updates
  - Serve as the point person for communication systems, workflows, and best practices
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## 3. Sunday & Weekend Communications

- Coordinate Sunday host moments, announcements, and service communication flow
  - Partner with Worship, Production, and Creative teams to ensure weekend clarity and readiness
  - Ensure all weekend-related communication is accurate, timely, and aligned
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## **4. Event Coordination & Execution**

- Coordinate logistics and communication for church-wide events (e.g., Legacy Offering moments, Go Love Days, Easter, Christmas, special services, ministry launches)
  - Manage event timelines, planning checklists, and cross-team coordination
  - Serve as the primary communication liaison between ministries and production teams for events
  - Ensure event-related communication, signage, print materials, and guest experience details are organized and clear
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## **COLLABORATION & INTEGRATION**

- Partner with ministry leaders to support communication and event needs
  - Work alongside the Creative Pastor, Production, Project Manager, and Video Director to ensure alignment
  - Support Kingdom Builders communication and event moments through coordination and clarity
  - Help ministry leaders plan effectively by providing communication timelines and systems
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## **QUALIFICATIONS**

- Deep personal relationship with Jesus Christ and alignment with Victory Church's mission and values
- 3+ years experience in communications, event coordination, or project coordination (church or nonprofit preferred)
- Strong written communication and organizational skills
- Experience managing email platforms, text systems, and CMS websites

- Highly organized, proactive, and detail-oriented
  - Comfortable managing multiple timelines, events, and communication needs simultaneously
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## QUALIFICATIONS SUMMARY

A highly organized communicator and coordinator who brings clarity, structure, and excellence to both messaging and events. This person thrives at the intersection of strategy and execution, helping Victory Church communicate clearly and host meaningful, well-prepared moments that connect people to Jesus.

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## SUCCESS LOOKS LIKE

- Clear, timely, and consistent communication across all channels
  - Well-coordinated events that feel intentional and prepared
  - Ministry leaders feel supported and informed
  - Weekend services and events run smoothly with minimal confusion
  - Communication systems are trusted, organized, and effective
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### **Exhibit “B” — Compensation & Benefits**

Status: Full Time; Salaried

Reports To: Executive Pastor of Creative

Compensation: Annual salary, paid bi-weekly

Start Date: