

## **Director of Communications – First Presbyterian Church of Tulsa**

Regular – Full time, 40 hours weekly

Exempt

### **SUMMARY:**

This position provides advice and guidance in all aspects of communications and publicity for the Church. It is responsible for developing branded and quality messaging, and design and delivery of all broad (church-wide or community-wide) communications for the church. Create and execute communication plans for a variety of worship, mission, ministry, outreach and special event efforts.

It manages all communications including broadcast, video, TV, advertising, marketing, direct marketing, print, social media, website and traditional collateral, supervising the Graphic Designer, Communications Coordinator and Manager of TV/Video Production.

The position acts as the primary liaison for volunteers, Communications Committee, media and contractors.

### **ACCOUNTABILITIES:**

- Work with Session Committees, Deacons, and staff to develop an overall plan and approach to communicating with church members, the public and prospective members. Direct the execution of this plan throughout the year.
- Work with staff members and lay leaders to identify and deliver the communication needs for various worship services, mission endeavors, ministries, and events within the life of the church.
- Work with communications team and related contractors to generate pertinent social media posts throughout each week, produce the electronic newsletter twice monthly, quarterly *Tidings* magazine and other special promotions.
- Manage the website and its content coordinating with outside providers and designers as needed.
- Coordinate videography and photography to support communication efforts throughout the church.
- Serve as the church's primary interface with the press, media and communication contractors and vendors, and others as needed, providing press releases, articles and stories relating to church events for publication.
- Directly lead the communications department staff. Coach team members and encourage staff development. Work with the Manager of TV/Video Production as a staff liaison to the church's TV/Ministry Team.
- Work with the Graphic Designer on projects requiring advanced graphic design work. Assist with planning, provide content, ensure quality and timely deliverables.

- Work with staff members and lay leaders to identify and deliver the communication needs for various worship services, mission endeavors, ministries, and events within the life of the church.
- Develop annual budget with Sessions Communications Committee and maintain control over expenditures.
- Maintain electronic media for archival purposes.

**INTERNAL/EXTERNAL RELATIONSHIPS:**

- Internal Reporting: Reports to the Executive Director of Operations and has responsibility for Communication Department interface with Session Committees. Attend Staff meetings and Session Communication Committee meetings on a regular basis or as required.

**QUALIFICATION STANDARDS:**

- Bachelor's degree in communications, public relations, business or equivalent experience required.
- Minimum 5 years' experience in PR/Communications, public speaking, writing, design, and working with different media. Trained in photography and videography.
- Proficient with MS Office Suite, Adobe Creative Suite, and Acrobat.
- Excellent client management, teamwork, and relationship skills.
- Ability to manage many projects at a time and the associated budgets and deadlines.
- Must maintain a professional demeanor and possess the verbal and written communication skills necessary to communicate with supervisors, co-workers, and members consistently, accurately and respectfully. These skills include proofreading documents, scriptwriting, good spelling, and simple math.
- Must be a self-starter and work well both independently and cooperatively with a variety of personalities including staff, administration, and members. Must exhibit the ability to take direction and assume responsibility for follow-up of assigned tasks to ensure they are completed satisfactorily, accurately and on time. Must be able to prioritize multitasks in a fast-paced, high-demand work environment.
- This is an exempt full-time managerial position and may require working some evenings and weekends.

**Preferred but not required:**

Knowledge or experience work with a reformed Christian church and its members. Prefer knowledge or experience of Presbyterian worship.

**License or certification requirements:**

Must have a valid driver's license to occasionally drive a vehicle for the purpose of accomplishing the duties of the position.

**Job Type:** Full-time

**Benefits:**

- 401(k)
- Health insurance
- Paid time off
- Vision insurance
- Dental insurance
- Employee assistance program

**Schedule:**

- 8 hour shift
- Weekends as needed

**Ability to commute/relocate:**

- Tulsa, OK 74119: Reliably commute or planning to relocate before starting work (Required)

**About us:**

First Presbyterian Church of Tulsa is the first Christian church established in Tulsa in 1885. Our mission is to make fully devoted followers of Jesus Christ – inwardly strong and outwardly focused. Today it is the home of a large, engaged congregation and five Sunday services including traditional, contemporary, and international. Throughout the week we have special speakers and concerts. For more information about First Presbyterian, visit us online [www.FirstChurchTulsa.org](http://www.FirstChurchTulsa.org).