

Digital Communications Director

The Digital Communications Director develops and executes a comprehensive communications plan to reach and maximize engagement with the internal and external audiences of GCF. Our mission is: **Love People Where They're At and Help Them Follow Jesus**. The communication goal of GCF is to spotlight ministries so that the gospel shines.

Grace Community Fellowship Overview

Grace Community Fellowship is a nondenominational evangelical church. Located in the center of Eugene, Oregon—the church grew extensively over the last 10 years. Various ministries of the church include children, youth, overseas partnerships, small groups, and significant efforts in the community. Grace is a multi-staff church with a high involvement of volunteers.

Employment Details

Status: Full time equivalent, salaried, exempt

Hours: Sunday through Thursday.

Salary: Competitive and commensurate with education and experience.

Benefits: Health & Life Insurance

Supervisor: Sr. Pastor

Support staff provided to accomplish the mission.

General Duties

Coordinate, develop, and oversee Grace Community Fellowship's online marketing, and digital communication strategy including: Social media, video editing, website, project management, and oversight of staff or volunteers associated with this strategy.

Specific Duties

- Manage all aspects of digital media, platforms and software, including Facebook, Instagram, Twitter, YouTube, Podcasts, Mailchimp, Google and social media Ads.
- Recruit, train, and supervise designated staff and media team volunteers.
- Maintain a rich and clearly organized content library of photography and footage.
- Collaborate with church staff to identify media and promotional opportunities.
- Coordinate with project managers and volunteer social media team to launch high-level execution of internal and external digital campaigns for events, conferences, series, and other projects as needed and schedule media for key events.
- Coordinate, direct efforts and provide oversight of visual and copy creation for digital platforms.
- Prepare and maintain records and reports of assigned activities, including production schedules, photographic and video library and budget expenditures. Monitor analytics and create reports to help the ministry teams make informed decisions based on the data collected.
- Website maintenance and analytics.
- Oversight of editing process of Sunday worship service to Youtube.
- Collaborate with the Worship Pastor with online church.
- Coordinate with our graphic artist when producing communication pieces.

Requirements

- Bachelor's degree or equivalent experience in web development, digital communication, media, marketing, graphic design, or communications.
- Knowledge and understanding of social media platforms.
- Strong project management or organizational skills.
- Team player and the ability to lead teams.
- Working knowledge of video editing, photography, video cameras, and file storage.

Character

As a representative of Jesus Christ, integrity in all relationships is to be maintained. Modeling a relationship with Jesus Christ to people within the church as well as in the community is expected.

Application Instructions

For consideration, please submit the following materials: Cover letter addressing your skills, experience, knowledge; Resume; Contact information for three references; and a Personal 'Statement of Faith' that addresses how a maturing Christian faith finds expression in the candidate's personal life, family life, community life, and current church membership. Email the above materials to info@gcfweb.org or mail to Grace Community Fellowship, 989 Country Club Road, Eugene, Oregon 97401.