



**Summit View Church
Communications Manager
Job Description**

We exist to see a movement of disciple-making churches advancing God’s Kingdom throughout the world.

JOB DESCRIPTION

Position Title	Department	Reports to
Communications Manager	Creative Arts	Executive Director of Operations
Employment Status	FLSA Status	Effective Date
<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	March, 2024

Whatever you do, work heartily, as for the Lord and not for men, Colossians 3:23

ROLE OVERVIEW

The Communications Manager is responsible for leading the overall communications and marketing strategies, initiatives, and projects for Summit View Church. This includes developing and coordinating staff and volunteers to ultimately deliver external and internal communications to support the church and its ministries in alignment with SVC’s vision and mission. This person will be able to create and launch strategic marketing campaigns, analyze demographics, and optimize processes for tangible results while overseeing, developing, and maintaining SVC’s brand. In addition to shaping the tangible and digital messaging of SVC, this person will be accountable for the creation, planning, and implementation of effective communications strategies both internally and externally.

GENERAL REQUIREMENTS

- PREFERRED: B.A. in related field
MINIMUM: A.A. in related field
- PREFERRED: 5+ yrs. prior experience in a marketing or communications leadership role
MINIMUM: 3+ yrs. prior experience in a marketing or communications role
- Ideal candidates will have:
 - Proven leadership and consensus building skills in marketing and communication design and execution.
 - Proven artistic and graphic leadership skills with a grasp of relevant marketing and communications trends.
 - Strong written communication skills.
 - High-level technological and office software skills (Microsoft Word, Excel, Outlook, Photoshop, Illustrator, InDesign, Canva, etc.) as well an aptitude for learning new software.

- Experience in developing and managing a robust digital presence including website, social media and app management.
- They Must:
 - Embrace and embody the church's vision and mission.
 - Unreservedly hold to the church's primary beliefs and maintain Covenant Community Membership.
 - Be comfortable with and supportive of SVC's secondary and tertiary beliefs, including methodology and approach to ministry.
 - Embrace and embody SVC's cultural DNA.
 - Be actively involved (or excited to become so) with Summit View, including but not limited to attending a campus regularly, seeking to join a Life Group, and tithing.
 - Be a self-manager with high attention to detail.
 - Have strong interpersonal skills—able to build healthy relationships both within the staff and throughout the larger body.
 - Have a highly collaborative leadership style with a passion for volunteer development.
 - Be committed to improvement and to seeking constructive criticism—self-aware enough to understand their own strengths and weaknesses.
 - Illustrate a proven ability to manage a team and projects from inception to execution to strategic post-mortems.
 - Be comfortable working in a fast-paced environment, capable of managing multiple projects at various stages simultaneously.
 - Be shaped by focus, passion, and initiative, resulting in an action-oriented stance and high sense of responsibility to ensure projects and tasks beneath their purview get done.
 - Have experience developing and implementing communications strategies.
 - Capable of handling confidential information with integrity.
 - Demonstrate understanding of SVC's Central Services, Multi-Congregational and Fixed, Flex Free Philosophies to contextualize tasks for different ministry contexts.

RESPONSIBILITIES

WEBSITE

- Lead all efforts related to the creation, development, and daily operations of SVC's website.
- Proactively work to ensure Summit View Church maintains an effective presence on the web including style/presence, search engines, new technology, etc.
- Coordinate webpage maintenance—ensure that new and consistent information (article links, stories, and events) are posted regularly.

CAMPAIGNS and PROMOTIONS

- Develop system to organize, prioritize, and communicate campaign driven and promotional events and items related to SVC.

- Develop and execute communication strategies to market, inform, and promote teaching series, big events, and other relevant campaigns.
- Oversee all design elements related to campaigns including written and visual components.

SOCIAL MEDIA

- Design, build and maintain a social media strategy for SVC.
- Manage ongoing social media messaging and communication strategies.
- Creatively build followings on various social media outlets including but not limited to Facebook, SVC App, SVC.live, and Instagram, etc.

DESIGN

- Lead efforts to design all art and promotional materials related to church-wide activities with a high standard of creativity, excellence, and effectiveness
- Oversee team of both paid and volunteer Graphic Designers to execute project elements.
- Monitor the look, vibe, and feel of all promotional materials representing Summit View Church.
- Oversee the use and development of logos and images that represent Summit View Church.

CREATIVE ARTS

- Work alongside the Communications team to establish consistency in all aspects of messaging at the campuses.
- Develop creative solutions and methods for communicating desired messages.
- Lead brainstorming and creative sessions.

MEDIA

- Help establish positive relationships with local and national media.
- Contribute to the procurement of and/or responding to media attention.
- Help develop policies and procedures pertaining to media relations.

SUPERVISORY RESPONSIBILITIES

- Oversee, recruit, and develop a robust team(s) of volunteers adept in design, photography, writing, and art (etc.) to both empower & equip the body, as well as harness their raw talent for the glory of God and the achievement of SVC's mission & vision.
- Support the Executive Director of Operations
- Other duties as assigned.
- Maintain brand alignment of Campus Coordinators in both centrally driven and campus hosted events.

SCHEDULE: 40 HOURS PER WEEK

The following schedule is an outline of the hours our staff is expected to be available.

Monday (8 Hrs) | Tuesday (8 Hrs) | Wednesday (8 Hrs)

Thursday (8 Hrs) | Friday (8 Hrs) | Saturday (Off) | Sunday (Off)

REPORTING STRUCTURE

- The Communications Manager reports to the Executive Director of Operations.
- The Communications Manager is responsible for leadership of the Communications Team, including dotted line direction of the Campus Coordinators.
- All employees ultimately work beneath the oversight and at the direction of the Elder Board.

COMPENSATION AND BENEFITS

- Salary range \$40,000 - \$60,000
- Full Medical, Dental, and Life Insurance Benefits for Employee (no family medical or dental)
- 403(b) Retirement
- Cell Phone Stipend

ESSENTIAL SPIRITUAL REQUIREMENTS

The following spiritual requirements are common to all positions, regardless of areas of oversight and should be consistently performed at all times in the course of employment with Summit View Church.

- Must exceedingly exemplify the greatest commandment:
 - “And you shall love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength.’ ³¹The second is this: ‘You shall love your neighbor as yourself.’ There is no other commandment greater than these.”” Mark 12:30-31 ESV
- Character must demonstrate the fruit of the Spirit:
 - “But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, ²³gentleness, self-control; against such things there is no law.” Gal. 5:22-23 ESV

MINIMUM SPIRITUAL QUALIFICATIONS

In practical terms, all staff must display these qualifications in the following categories:

• SPIRITUAL DISCIPLINES

Must live a life of godly discipline in various categories, including but not limited to: spiritual self-care, personal devotion/study, household finances, personal health and fitness, emotional stability, hospitality, and generosity. He/she must also maintain a Godly character and live a joyful, loving exemplary life as outlined by the Apostle Paul:

- Let no one despise you for your youth, but set the believers an example in speech, in conduct, in love, in faith, in purity. 1Tim. 4:12b ESV

• BE A PEACEMAKER

One of the most called upon needs of the body of Christ is to help resolve differences. He/She must become a champion of the Matthew 18 model in helping to negotiate conflict resolution, since there is no other process for conflict resolution given in Scripture:

- “If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. ¹⁶But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three

witnesses. ¹⁷ If he refuses to listen to them, tell it to the church. And if he refuses to listen even to the church, let him be to you as a Gentile and a tax collector. Matthew 18:15-17 ESV

● BEHAVIOR TOWARDS OTHERS

On relationships inside and outside of the church, whether married or single, he/she must exemplify the specific directives given in Scripture:

- Do not rebuke an older man but encourage him as you would a father, younger men as brothers, ² older women as mothers, younger women as sisters, in all purity. 1Tim. 5:1-2 ESV

With these Scriptures in mind this individual is encouraged to carefully consider his/her conduct toward others directly, indirectly and through social media. He/she should develop a personal code of behavior that incorporates these Biblical directives and serves to exemplify how a Godly person conducts themselves in the 21st century.

WORSHIP SERVICES

All positions at Summit View Church require regular, in person, attendance of the Sunday Worship service. Additionally, in-person attendance at our weekly All Staff Meeting is required for all part and full-time employees.

PHYSICAL DEMANDS & WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to dialogue with others as well as use their hands to touch and perform various functions. The employee is occasionally required to stand, walk, sit, reach with hands and arms, balance, stoop, and/or kneel. The employee must occasionally lift and/or move up to 25 pounds. The noise level in the work environment is usually moderate.

Note

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Summit View Church is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.

