

**Position Description**  
**Director of Communication**  
**Our Saviour's United Methodist Church**

Our Saviour's United Methodist Church in Schaumburg , IL seeks an experienced Communication Director for developing, maintaining, and communicating a unified consistent Communication Vision and Brand to Our Saviour's Church Family and the community.

**Accountabilities and Responsibilities for this Position**

- Accountable for developing, maintaining, and communicating a unified consistent Communication Vision and Brand to Our Saviour's Church Family
  - Inclusive of all forms of Social Media
  - Internal to our OSUMC Family
  - Externally to the community.
- Accountable for developing that Communication Vision into an effective and streamlined work process and then communicating that process
  - The work process must be:
    - Timely
    - Inclusive of all information and documents
    - Inclusive of all members and committees with our OSUMC family
  - The process must be focused on three different relationships:
    - The staff-lay leadership dynamic
    - The leadership to membership dynamic
    - The church to community dynamic.
- Accountable for providing ongoing training of the Communication Vision and Work Process
- Responsible that these Communication Processes are followed
  - Specifically all church wide communication.
- Accountable to work with Lay Leadership to create a Communication Team
  - Lead the team and be accountable for its results
- Accountable for developing a consistent social media presence on all platforms
- Responsible for Maintaining and Improving that Social Media presence

**Basic Qualifications**

- Deeply committed follower of Jesus Christ resolved to model a godly lifestyle
- Solid Bible Knowledge consistent with traditional United Methodist Theology and practice
- Active participant in the life of OSUMC

**Skills Required**

- Good Communication Skills
- Self motivation and ability to work independently
- Strong Leader
- Effective Team Builder
- Ability to manage people and workflow
- Organized manager who can efficiently coordinate/lead multiple projects/initiatives simultaneously

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- Have training and/or a background in web design, social media, marketing and brand management, with specific understanding of the generational differences and trends in social media
- Able to maintain confidentiality

Hours

- Hours are “To Be Determined”
- This position is defined as a salary exempt position (no overtime)

Interested applicants should send cover letter and resume to Dan Meyer, SPRC Co-Chair ([danmoscar@sbcglobal.net](mailto:danmoscar@sbcglobal.net)); or Faith Folks, SPRC Co-Chair ([stqgma@aol.com](mailto:stqgma@aol.com))

City: Schaumburg

State: Illinois

Employer: Our Saivour's United Methodist Church

Job Type: Part- time

Job Category: Communications

Denomination: United Methodist Church (UMC)