FULL-TIME POSITION ANNOUNCEMENT

Position Title: Communications Director
Opening Date: September 11, 2019
Closing Date: September 30, 2019
Applications must be received by the closing date to be considered for this position.

LOCATION: First Missionary Baptist Church, 3509 Blue Spring Rd. Huntsville, Al 35810
First Missionary Baptist Church (FMBC) established in 1880 and located in Huntsville, AL is seeking to hire a full-time Communications Director.

PRIMARY DUTIES: This is a professional full-time staff level position. The Communications Director is responsible for the internal and external communication activities of FMBC to foster the Church’s mission while enabling cross-communications between the staff, Board of Trustees, Official Board, FMBC Foundation, ministries, committees and the congregation. The Communications Director will maintain clear channels of communication with the Pastor, and other staff officials to identify and implement required programs, activities and services. The Communications Director must be a dedicated Christian, with a positive attitude, self-starter, assertive, organized and committee to excellence in an effort to fulfill the Church’s mission.

POSITION RESPONSIBILITIES:
* Manage internal and external church communications through traditional, electronic and emerging media, as outlined in this job announcement.
* Gathering, verifying, editing and posting information that appears on the church website, marquee, video monitors and other appropriate media platforms. (Must have strong written, verbal and editing skills)
* Work in collaboration with the Pastor who is responsible for the oversight and coordination of official public statements and news releases to media outlets.
* Work with FMBC staff to coordinate in-house media vehicles and printed promotional materials as well as video production as a means of communicating and storytelling.
* Responsible for the oversight and coordination of live-streaming of the church worship services and special events,

* Support each ministry in the development of ministry communication systems and materials including the oversight of the creation of promotional materials in all print and electronic forms.

* Promptly retrieving, forwarding and reporting of information posted on website related to inquiries, prayer request, registration, online giving (e.g. Givelify), membership data, etc.

* Responsible for the oversight and coordination of the church telephone notification system (e.g. One Call Now message system)

* Keeps current with new digital communication/information technology, social media platforms, graphic design, layout, production, photography, audio and video production.

* Developing and maintaining close working relationships with FMBC pastoral and administrative staff, ministries, Child Development Center and Academy (CDCA) and FMBC Foundation, coordinating site content to ensure accuracy and appropriateness for the needs of the target audiences(s).

* Support the Pastor and staff ministers with weekly administrative needs pertaining to the Sunday morning services.

* Plans and forecast use of electronic media to reach ministry constituents (e.g. visitors, general membership, sick and shut-in, bereaved, new members, youth, senior’s adults, and members of various ministries).

* Develop and manage a system for maintaining a digital photo achieves of special/annual church events. Communicating/coordinating with photograph team to ensure coverage of all major events on the church calendar.

* Creatively develop electronic media content for promotion of church calendar events, maintaining timely and updated content for web, sign and video monitors and projection systems and social media.

* Responsible for the upkeep of all audio/visual and digital communication equipment.

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* Assist in the ordering/installation of new audio/visual and digital communication equipment and supplies.

* Recruiting, scheduling and coordination of audio/visual and digital communication ministry volunteers for special events.

* Design print media content for use in the various ministries of the church, such as brochures, web graphics, slide backgrounds, etc.
POSITION REQUIREMENTS:

Education-------Minimum of a bachelor’s degree is required. Preferably, in information technology/digital communications or other related fields.

Experience-------Minimum of 3 years’ experience in digital communication/production or related experience.

Abilities-------Must be able to establish and maintain effective working relationships with staff and Church family. Must be willing and able to maintain confidential information concerning personal matters.

Proficiency with various social media platforms, computers, and software programs including working knowledge of Microsoft Office suite (i.e. Word, Outlook, Excel and Power Point or equivalent technology).

SALARY-------Salary and benefits commensurate with education and experience.

HOW TO APPLY-------All interested and qualified persons must submit an application package consisting of the following:

*FMBC Job Application Form can be found at [www.fmbc.org](http://www.fmbc.org) go to career opportunities for application.
*Current Resume that address position responsibilities and requirements
* Three Letters of Reference highlighting professional skills and personal characteristics
*Recent color photograph (no larger than 5X7) (Optional)

NOTE: Final candidates must consent to the following: Reference check and criminal history background check, drug test, and credit and financial history review. Only one submission will be accepted. Incomplete packages will not be considered. No phone calls will be accepted. All information submitted will be treated as confidential. Additional information may be requested and/or required. The entire application package must be typed and submitted to the First Missionary Baptist Church, 3509 Blue Spring Road, Huntsville, AL 35810. Attn: Rev. John Holden. Individuals experiencing technical difficulties with the online application forms, please contact us via email at firstbaptist@fmbc.org.