



POSITION: **ASSISTANT DIRECTOR OF COMMUNICATIONS**

Status: Full-time, Exempt

Reports to: Director of Ministry Support

ABOUT US

We exist to glorify and enjoy God by making disciples who make a difference through grace-filled worship, community, and missions. McLean Presbyterian is part of the Capital Pres Family: one church with multiple locations.

Our aim is to make disciples through three ministry areas: worship, community, and missions. While activity in each area does not equal discipleship, we are confident that these are the contexts needed for deep spiritual growth. In these contexts, we navigate the nuances of life in Christ together, and that's how we make disciples.

POSITION SUMMARY

This position works with all of the church's ministries to provide strategic, organizational and administrative support. Responsibilities span the scope of designing print and digital pieces, to managing social media, to brainstorming strategic communications plans.

ROLES AND RESPONSIBILITIES

- **Executing a strategic communications plan** for ministry events and initiatives, serving as a liaison to church ministries for the communications department, coordinating with graphic designers and vendors, ensuring proper and accurate placement of information in various church communication channels.
 - **Regularly updating a Wordpress** website with edits and new pages
 - **Creating and scheduling e-mail newsletters** and invitations in Mailchimp, including ministry newsletters and the McLean Weekly.
 - **Assisting with the weekly Worship Guide**, including design/layout and content coordination
 - **Scheduling and posting social media** updates on Instagram, Facebook, and Twitter; monitoring engagement to inform new strategies and ideas
 - **Spearheading or assisting with special projects** like videos, campaigns, and community outreach from conception through execution.
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POSITION REQUIREMENTS

- Sinner saved by grace; vibrant, growing, spirit-empowered relationship with God through Jesus Christ
- Exemplary life as delineated in 1 Timothy 3 and Titus 1
- Passionate about the vision and grace-driven philosophy of MPC
- 1-2 years experience with corporate or non-profit communications, including website editing, content creation, and event marketing
- Excellent written and oral communication skills
- Proficiency with Microsoft Office and the ability to quickly learn other software, as needed
- A self-starting approach to managing tasks
- The ability to multitask and manage multiple priorities
- Attention to detail and a high level of organization
- Experience with video filming and editing and/or graphic design (specifically InDesign) are highly desired but not required
- Church Membership at MPC (a requirement but not a prerequisite)
- Embody and multiply our church culture: a) *Focus* – We don't take ourselves too seriously; we do take Jesus and the work he's given us seriously; b) *Family* – We love our church family – and we want to love each other well; c) *Fun* – God rules and reigns so we can enjoy the ride

TO APPLY

Please send a cover letter and resume to Natalie Burchfiel, Director of Ministry Support, at natalie@mcleanpres.org.