



POSITION: ASSISTANT DIRECTOR OF COMMUNICATIONS

Status: Full-time, Exempt

Reports to: Director of Communications

ABOUT US

We exist to glorify and enjoy God by making disciples who make a difference through grace-filled worship, community, and mission. 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 mission. 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

The Assistant Director of Communications assists in executing the strategic communications plan for all ministry events and initiatives. Responsibilities span the scope of print and digital design, website management, social media, writing and editing, and developing strategic communications plans. Occasional pre-scheduled responsibilities on Sundays (10–15 times a year) to capture special event content and meet with lay leaders. The Assistant Director of Communications is part of the larger Ministry Engagement team (Communications, Systems Engagement, Administration, and Technology), which executes efforts to provide clarity, inspiration, and avenues for involvement for our church family.

ROLES & RESPONSIBILITIES

- Executing strategic communications plans for ministry events and initiatives. Includes serving as a liaison to church ministries for the communications department, coordinating with graphic designers and vendors as needed, ensuring proper and accurate placement of information in various church communication channels.
- Regularly editing and updating the website (WordPress), creating new pages and events.
- Managing the church e-mail schedule; creating and scheduling email newsletters and invitations in Mailchimp and through CCB, our Church Management System.
- Support worship services by assisting with portions of the weekly Worship Guide, including design/layout and content coordination, uploading sermon podcasts and livestream, developing announcements content.
- Creating content and posting social media updates on Facebook and Instagram.



- Assisting with special projects like videos, campaigns, and community outreach.
- Other duties as assigned.

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 the Capital Pres Family
- Agreement with and excitement about the basic principles of Reformed theology
- Church Membership at McLean Presbyterian Church (a requirement but not a prerequisite)
- Embody and multiply our church culture:
 - Focus – We don't take ourselves too seriously; we do take Jesus and the work he's given us seriously;
 - Family – We love our church family – and we want to love each other well;
 - Fun – God rules and reigns so we can enjoy the ride
- Excellent written and oral communication skills; ability to interact with tact and friendly professionalism
- Attention to detail and a high level of organization; ability to manage multiple simultaneous projects
- Proficiency with basic office software and the ability to quickly grasp new digital tools
- 1-2 years of experience with corporate or non-profit communications or marketing
- Experience with video filming and editing and/or graphic design (specifically InDesign) are highly desired but not required

TO APPLY

Please submit a resume and cover letter to the Director of Communications, Annie Riggins, at annie@mcleanpres.org.