

The following full-time positions are available. To apply please submit your resume to bhumc.jobs@gmail.com by November 9, 2018.

Communications Leader

PURPOSE:

The Communications Leader plans and implements a cohesive communications strategy for all ministries of the church; and develops a marketing strategy for outreach to the local community.

ESSENTIAL DUTIES:

The leader is responsible for helping create a communications strategy, creating promotional materials, contributing to the development of the church website, managing the church social media pages, designing church bulletins, programs, and orders of worship, organizing meetings and presentations, and interacting with staff members, church members, and community members to effectively deliver our church's message to the community.

MINIMUM REQUIRMENTS:

Bachelor's Degree (BA) from four-year college or university, or one to two years of related experience and/or training, or equivalent combination of education and experience.

Computer skills: Database Software (Access); Development Software; Internet Software; Spreadsheet Software (Excel); Design Software; Word Processing Software (Word); Electronic Mail Software (Outlook); Presentation software (PowerPoint); and Publisher software.

Other skills: i) Graphic design experience; ii) 2-3 years experience working in a marketing or communications position preferred; iii) Possess a solid understanding of effective marketing techniques including those related to Facebook, Twitter, LinkedIn, Instagram, etc.; iv) have excellent writing and editing skills; v) Strong time-management, positive attitude, detail oriented with good multitasking, and organizational skills.