



Job Posting: Director of Communications

Date: September 1, 2017

Position: **Director of Communications**
Full-Time, Exempt

Reports to: Minister of Communications

Apply Directly to: Gwen Reinauer - Director of Human Resources

REQUIRED: Cover Letter, Resume and completed St. Andrew's Employment Application.
Apply directly at: <http://www.sapres.org/about/job-openings/>

CLOSING DATE: Open Until Filled

SUMMARY:

Self-driven, creative graphic designer and marketing professional who will provide communications support to the Minister of Communications, Communications Team and St. Andrew's Staff, implementing the mission and vision of St. Andrew's.

ROLE AND RESPONSIBILITIES:

Creative

- Design, support and manage internal/external design projects.
- Provide creative and marketing counsel to departments and implement plan.
- Create print collateral (mailers, handouts, inserts, brochures, magazines, postcards).
- Implement and distribute sermon series and other all-church graphics (in-service, print and online).
- Assist with campus signage and visuals, including the Corner Café.
- Implement the St. Andrew's brand identity.
- Apply the mission, vision and goals of St. Andrew's.

Photography and Videography

- Provide support to Videographer.

QUALIFICATIONS:

- Actively attends St. Andrew's Presbyterian Church.
- Demonstrates strong interpersonal skills with the ability to create rapport and credibility with others.
- Excellent verbal and written communication.
- Demonstrates adaptive/creative problem-solving skills.
- Positive and supportive attitude in working with others.
- Patience and capacity to train others.
- Strong organizational skills with attention to detail.
- Strong time-management skills with the ability to adapt to evolving needs.
- Ability to work independently and focus for extended periods on routine and repetitive tasks.
- Desire to contribute to the creative environment of the Communications department.

EDUCATION AND EXPERIENCE:

- Bachelor's degree required - Degree in Communications, Film or Graphic Design preferred (Digital or Print Portfolio/Look-Book will be requested).
- Adobe Creative Suite required.
- Final Cut Pro preferred.
- Experience with Mac computers.
- Proficient in Microsoft Office (Word, Excel, PowerPoint).