



Providence Church is a growing church in the suburban area of Frisco, Texas. Our mission “to glorify God by making disciples through the Gospel, in community, and on mission” fuels our philosophy of ministry. Therefore, everything we do, every ministry we engage in, and every program we promote must align with our great desire to glorify God by seeing the Gospel change individual lives.

Position: Director of Communications

Purpose of Position: The Director of Communications is responsible for developing and implementing a consistent strategy for both internal and external communications at Providence. The right candidate will clearly reinforce the mission, vision, and distinctives of the church to those both inside and outside the congregation, while also providing simple and dependable steps to join in. This individual will serve as a pivotal part of the leadership team, offering coaching and strategic solutions that help each and every ministry succeed.

Primary Duties & Responsibilities:

- Maintain a clear and consistent presence across all relevant communication channels.
- Sustain a regular and dependable rhythm of communication for church members and attenders.
- Work with elders, staff, and other key leaders to develop communication solutions for events and initiatives for each ministry.
- Serve as the primary gatekeeper for all communication requests, ensuring that the right promotions go out at the right times.
- Coordinate with the worship and production teams to prepare visual assets and support for Sunday services.
- Maintain Providence’s visual and written identity through quality brand standards that are consistently applied across all channels.
- Provide leadership and oversight over the communications department as it grows and develops.
- Develop good working relationships with contractors and vendors.
- Lead and disciple a team of faithful creative volunteers who are empowered to use their gifts for the glory of God in the context of the local church.
- Manage external advertisements for major churchwide events and initiatives.
- Maintain the church’s website and mobile app, ensuring that all content is current and relevant.
- Serve as a positive, dependable member of the staff team.
- Develop and maintain a responsible annual budget.
- Stay updated on the latest communication trends, standards, and best practices.

Expectations:

- Be a faithful follower of Jesus Christ who actively seeks a deeper relationship with Him.
- Demonstrate a passion for seeing others pursue a relationship with Christ.
- Be a member at Providence Church and fulfill all responsibilities as outlined in the membership covenant.

- Possess knowledge of scripture and be in alignment with Providence Church's statement of faith, distinctives, and values.
- Exhibit a servant leader's heart for ministry to the body of Christ.
- Be disciplined and diligent with his/her time, keeping a balance between home and work.
- Recognize that working with a team is essential to successful ministry.
- Maintain confidentiality with sensitive church information.

Knowledge and Skills:

- Excellent communication and interpersonal skills, with a customer service orientation.
- Strong writing and editing skills, with experience in copywriting.
- Proven experience in project management and strategic planning.
- Ability to maintain confidentiality and exercise discretion.
- Strong organizational skills with the ability to prioritize tasks and manage time effectively.
- Proficiency in Adobe Photoshop, Illustrator, InDesign, Wordpress, ProPresenter, Google Suite is required.
- Experience with website development is preferred.
- A minimum of 5 years of experience in the church or Christian non-profit communications field is required.
- Demonstrated leadership experience over staff and volunteers strongly preferred.

Direct Report: Executive Pastor

Schedule: Full-time

Vacation: PTO days

Salary: Paid Bi-Weekly

The job description is not a comprehensive listing of activities, duties, or responsibilities required of the employee. It is an overview of the responsibilities, expectations, and skills of the aforementioned position.