



Associate Director of Communications

Department: Communications

Recruited By: Steven W. Murray

Reports To: Director of Communications

Location: The Loop Campus

Status: Full Time Exempt

Proposed Employment Category: IIB

Summary of Position: The Associate Director of Communications works directly with the Director of Communications to shepherd the message of Houston's First in a godly, effective, and excellent manner to internal and external audiences through print, digital, web, social media, and other channels. This is a high-volume position requiring exemplary written and verbal communication skills, nearly-obsessive attention to detail, discernment to coordinate messages based on the church's priorities, the capacity to manage multiple projects simultaneously, and experience with supervising others.

Purpose: While the Director of Communications focuses on churchwide initiatives, strategic planning, special projects, and overall team management, the Associate Director of Communications role will focus primarily on daily and weekly operations. This includes, but is not limited to, supervising the Communications Associate, providing direction for Communications and Creative team members in terms of content for our foundational communication channels, creating or editing content for those and other channels, and consulting with ministries and campuses on regular communications issues. The Associate Director will be seen as the "go to" person when staff members have requests or questions about their communications needs.

Duties and Responsibilities:

Communication:

- Write and edit copy for print and digital churchwide publications, as well as for campus- and ministry-specific publications as needed
- Provide weekly communications priorities for the Creative team to establish the schedule, placement, and content for slides and posters at The Loop Campus
- Write weekly worship service announcement scripts for The Loop Campus, and provide speaking points for campuses as needed for churchwide events or initiatives
- Champion consistent use of the church's branding and style guidelines, including coaching ministries and campuses as needed
- Interface with all ministry areas and campuses as needed, representing and championing the priorities, processes, and standards of the Communications and Creative teams



System Management:

- Develop a strategy for effectively tracking the communications priorities of the church, particularly at The Loop Campus
- Develop a process/system for conveying weekly communications priorities to the Creative team to ensure timely and accurate deliverables
- Collaborate with Creative to develop a process/system for clients to submit project requests, and evaluate the process/system for continuous improvement purposes
- Manage multiple projects, keep track of timelines/deadlines, and communicate as needed with all stakeholders throughout the project

Team Management:

- Supervise the Communications Associate
- Provide direction as needed to Communications/Creative team members when collaborating on projects
- Represent the Communications/Creative team as needed when the Director of Communications is not available to do so

This job description is not all-inclusive and can be modified verbally and in writing by the position supervisor.

Skills Requirements: Select all that apply

- | | | | |
|---|---|---|--|
| <input checked="" type="checkbox"/> Language skills | <input checked="" type="checkbox"/> Math skills | <input checked="" type="checkbox"/> Reasoning ability | |
| PC skills: <input type="checkbox"/> Windows | <input checked="" type="checkbox"/> MS Office | <input checked="" type="checkbox"/> MS Outlook | <input checked="" type="checkbox"/> MS Excel |
| <input checked="" type="checkbox"/> Other: <u>Google Docs, Google Sheets</u> | | | |
| <input checked="" type="checkbox"/> Administration | <input checked="" type="checkbox"/> Service to others | <input checked="" type="checkbox"/> Teacher/Leader | |
| <input checked="" type="checkbox"/> Good Communication skills | <input checked="" type="checkbox"/> Team builder | <input checked="" type="checkbox"/> Self-disciplined | |
| <input checked="" type="checkbox"/> Servant leader | <input checked="" type="checkbox"/> Decision maker | <input checked="" type="checkbox"/> Strong work ethic | |
| <input checked="" type="checkbox"/> Empathy for ministry partners | <input checked="" type="checkbox"/> Attention to detail | | |
| <input checked="" type="checkbox"/> Other: <u>Copywriting, Copy editing, Graphic design</u> | | | |



Education and/or Experience: Select all that apply

- College graduate preferred Administrative Experience Personnel Management
- Church Staff experience preferred Other: Degree in marketing, journalism, communication, or related field

Organizational Relationships: Reports to Director of Communications

Working Conditions: Select all that apply

- 40 hour work week Additional hours as needed Occasional off campus activities
- Continuing Education Specialized training Occasional travel
- Other: [Click here to enter text.](#)

Contact:

Steven W. Murray
Director of Communications
Houston's First Baptist Church
7401 Katy Freeway
Houston, TX 77024

Steven.Murray@HoustonsFirst.org
713.957.5890