

**BETHANY COMMUNITY CHURCH  
JOB DESCRIPTION**

**Associate Director of Communications, Bethany Green Lake**

**Summary:** The Communications Associate Director supports the work of discipleship at Bethany Community Church by overseeing the communication strategies, channels, and brand management at Bethany Community Church Green Lake (BCC GL).

**Location:** Bethany Green Lake

**Reports to:** Communications Director

**FLSA Status:** Full-time, Exempt

**KEY RESPONSIBILITIES**

- Responsible for overall excellence in all BCC GL Communication practices
  - Proactively assist ministries in their communication strategies and processes
  - Oversee brand management at BCC GL
  - Drive planning and coordinating promotional plans for ministries
  - Provide quality control of all published materials including content editing, copy editing, and proofreading
  - Collaborate on video scripts as appropriate
- Manage overall BCC GL external communication channels
  - Social Media, E-newsletter, Video Announcements, Weekly Bulletin, In-service Announcements (Community Life Moments)
- Engage with Comm. Director in driving excellence through Community of Practice
- Participate in BCC's worship services and ministries, participate as a member of All BCC staff, BCC GL Staff and other meetings as needed. Perform other duties as situation requires or as assigned by supervisor, or as a member of BCC GL staff team.

**POSITION QUALIFICATIONS**

- Degree in Communications, media or related field preferred, or a minimum of 3-5 years experience in Communications
- Exceptional written and verbal communication skills
- Ability to effectively engage with team members of all levels and across departments
- Great project management skills, including time management, goal-setting, multitasking and prioritization
- Demonstrates the virtues and qualities of a devoted follower of Jesus Christ, including: prayer, generosity, service, small group accountability, and regular worship at BCC GL
- A loyal team player who is committed to the mission, values, and vision of Bethany Community Church
- Ability to make a positive contribution to a staff culture that aspires to excellence, teamwork, and the ethics of servant leadership demonstrated by Christ

## OTHER SPECIFICATIONS

<i>Work Schedule:</i>	Typical work schedule is Monday through Friday, 40+ hours/week
<i>Physical Demands:</i>	Must be able to work in an office environment, often at a computer workstation. Must be able to move between buildings on campus. Must be able to lift small boxes and/or equipment up to 25lbs.
<i>Working Conditions</i>	The ministry environment is fast-paced and may be considered stressful, due to seemingly regular interruptions because of numerous urgent and unexpected requests that require multitasking and collaboration Non-smoking buildings and environment.
<i>Compensation:</i>	Dependent on experience.
<i>Benefits:</i>	Full benefits for employees including: medical, dental, and life insurance.

*This job description is intended to describe the general nature of this job, and may not include all responsibilities that might be required of the person holding this position. This job description is subject to change at any time at the sole discretion of Bethany Community Church, and does not establish a contract for employment.*

