

Communications Director

NPC Communications Director Position Description

Overview

National Presbyterian Church (NPC), located on a 12-acre campus at 4101 Nebraska Ave, NW, Washington, DC, is an active congregation comprised of 1300 members who come from across the metro DC area, as well as a thriving on-line worship community.

NPC is searching for a Communications Director to provide internal and external messaging about the life and ministry of NPC using a variety of communication tools including bulletins, website, mailings, publications, signage, exhibits, podcasts, and social media. Working with the Senior Pastor, the Communications Director will develop and implement an overall communications strategy aligned with the Church's mission and vision. The successful candidate will be creative, analytical, well versed in social media and today's communication tools, and have excellent attention to detail. The Communication Director must be able to manage multiple tasks simultaneously, effectively manage deadlines, collaborate with pastors, staff and congregants, and work independently with minimal supervision. The position is based at the National Presbyterian Church campus located in upper Northwest Washington, DC.

The position is full-time and includes comprehensive benefits. Annual salary range is \$75k to \$85K. Qualified applicants should send a resume to [npcfacdirsearch@gmail.com](mailto:npcfaccdirsearch@gmail.com).

Responsibilities

- Proactively collaborate with staff and ministries in support of their communication needs, including regular and special programs. Gather information, produce materials and share messages through email, mailings, worship bulletins, electronic kiosks, banners, brochures, newsletters, advertisements, press releases and social media.
- Develop and maintain consistent corporate identity standards for all communications, campus signage, and other visual forms.
- Manage NPC's web presence, service providers related to website design and delivery, and oversee website upgrades. Ensure each NPC ministry is well-represented.
- Integrate NPC's live-streamed worship services and programs into communications strategy.
- Develop social media postings, monitor social media accounts, and engage social media communities, adjusting as necessary to new forms of social media.
- Provide communications support and materials for yearly initiatives such as: the annual report, conferences, the annual stewardship campaign, donor communications and all-church events.
- Manage media relations and serve as the main point of contact for all media inquiries.
- Use the Church Community Builder (CCB) database system as it relates to communications.

- Recruit, train and manage internal communications team and external communications contractors. Oversee outside vendors, including photographers, videographers, web developers and printers.
- Develop and manage communications budget.

Qualifications

- Bachelor's degree from a four-year college or university, preferably in communications, journalism, or a related field of study
- Previous experience serving in a similar communications role
- Excellent written and oral communication skills in English
- Highly competent in the Microsoft Office Suite, Adobe Creative Suite and ability to quickly learn other software as needed