

# COMMUNICATIONS + HOSPITALITY DIRECTOR

## HOURLY COMMITMENT AND COMPENSATION

20 hours per week, paid hourly; rate TBD based on experience

*Note: Our preference is to hire someone to fill both of these roles; but if you are interested in only one of them for ~10 hours per week, you can indicate that.*

## SUMMARY AND START DATE

The Communications and Hospitality Director will oversee or support the church's mission and ministries through key digital, social, and print media strategies and assist with CCC's internal communications. In addition, they will help welcome people on Sunday mornings and help people get connected and growing in the church.

This position would begin its "full" 20 hours in the summer, when Brooke Holdsworth leaves the Communications Associate role; but there may be opportunity to start some of the responsibilities sooner than that.

## PRIMARY RESPONSIBILITIES

### *Internal and external communication*

- Attend weekly staff meetings (on Wednesday morning) and record notes
- Create and send the CCC weekly email and other regular emails (like Iron Leadership)

### *Web content*

- Work with staff and ministries to create and update web content
- Evaluate web content and branding on an ongoing basis and recommend improvements

### *Communication strategy and materials*

- Produce digital graphics\* related to sermons and events as needed
- Consult on and/or produce print materials to support church ministries and events

- Help plan the publicity / promotion of events and arrange for photos, videos, etc. to tell the stories from events as appropriate

### ***Digital and social media***

- Manage church social media channels, producing content and improving audience engagement in line with church communication strategies
- Support Sunday broadcasts in partnership with the A/V team
- Consult with church staff on how to create and share digital and social content (podcasts, social media feeds, etc.) more effectively

\* We currently use Canva and Nucleus, which use collections of existing photos and illustrations – the skills to produce original illustration/design would be a plus, but are not necessary.

### ***Sunday hospitality***

- Coordinate with the Hospitality teams to make Sunday mornings a welcoming experience
- Be the “friendly face” at the information table in the lobby welcoming visitors and answering questions about the church
- Prep Sunday morning announcements

### ***Assimilation (helping people become part of the church)***

- Follow up with visitors and Inquirers Weekend attendees to help people get connected to the church
- Help track member involvement within CCC

### ***Events and admin***

- As able, support the Associate Pastor of Community and Discipleship with events and administration

## HOW TO APPLY

Email Joseph Rhea ([joseph@cccwnc.com](mailto:joseph@cccwnc.com)) ...

1. Whether you'd like to apply for the full position or just one of the two roles
2. A resume highlighting your experience related to the responsibilities outlined above
3. Any samples or screenshots of work relevant to the position
4. One reference who can affirm your professional qualifications and one who can affirm your qualification to serve in a church (they can be the same person or different people)
5. Original material developed to fulfill the sample project below (for the Communications role)

## SAMPLE PROJECT

Imagine that CCC's next sermon series is on the Psalms, and is called "The Psalms: Songs of the Soul." The emphasis will be on how the Psalms capture a wide range of experiences of the human soul and how they shape our souls as we pray them.

Using the [CCC website](#) and the [CCC color palette](#) as inspiration, create the following pieces:

1. A series graphic that could be posted on the church website (can be in any dimensions)
2. A 100- to 300-word email announcing the sermon series, including a brief introduction to the Psalms and an explanation of our theme
3. A very brief introduction to the sermon series that would be shared on Facebook or Instagram