



Communication Director

Reports To: Lead Pastor

Category of Employment: Part-Time (8 hours weekly) / Salaried

OVERVIEW

Scarlet City Church is seeking a Communications Director to lead and implement churchwide communications. This role works collaboratively with the pastoral team, staff, ministry leaders, and volunteers to ensure that all communication aligns with Scarlet City's mission, values, and culture.

IDEAL CANDIDATE

- Aligns with Scarlet City Church's mission, core values, and ministry approach
- Demonstrates excellence in written communication and editing
- Has experience with Canva, Google Docs, Webflow, Mailchimp, and Planning Center Suite (or willing to be trained)
- Background and proficiency with social media usage that gets Scarlet City messaging out to external and internal audiences
- Is willing to participate in the overall life and rhythm of Scarlet City Church

ROLES & RESPONSIBILITIES:

Communication (75% /~ 6 hours/week)

- Unify and align everyday messaging with the church's voice, goals and priorities.
- Manage email communications, marketing, and public-facing messaging in a way that reflects Scarlet City's vision and values
- Maintain and update the church website and social media platforms. Coordinate with graphic designers and videographers for special projects and initiatives

Staff Involvement (25% /~2 hours/week)

- Participate in weekly staff priorities meeting
- Meet with Lead Pastor for check-ins, development, and reviews
- Participate in strategy and team building events

For more information about Scarlet City Church, visit scarletcitychurch.org.

Interested applicants should submit a resume and cover letter (optional) to

Jay O'Brien – jay@scarletcitychurch.org