



THE ORCHARD

Job Description

Job Title: Communications Manager
Full Time (40 hours with benefits) – Non-Exempt – Non-Ministerial

Reports To: Director of Administration

Purpose: Facilitate internal and external communication for the church.

Responsibilities:

- Collaborate with leadership to create effective communications messages and strategies for the church.
- Work with leadership and campuses to tell the story of The Orchard through stories of life-change via video, social media, interviews, newsletter, etc.
- Support the leadership and pastors in conveying their vision and priorities to appropriate audiences.
- Assist in implementing and evaluating internal and external communication that aligns with our mission, vision, values, and brand.
- Be aware of changes in the world of communications and employ new tools and strategies as appropriate.
- Oversee the communications budget and team.
- Other reasonably related duties as assigned by the Director of Administration.

Qualifications:

- Must seek to walk closely in devotion to God and have a solid understanding of the gospel.
- Theologically aligned and in agreement with EFCA Statement of Faith and The Orchard's Statement on Human Life and Marriage.
- Bachelor's degree in communications, marketing, creative writing, or related field and at least 3 years marketing or communications experience.
- Strong writing, editing and proofreading skills.
- Prior experience with marketing and/or public relations.
- Excellent oral and written communication skills.
- Self-motivated; able to initiate projects and work independently.
- Exceptional organizational skills and detail oriented.
- Ability to multi-task.
- Positive and supportive attitude; team player.
- Ministry experience in a local church or other large ministry venue a plus.

Salary Range: \$55,000 - \$70,000 based on skills and experience

To apply for this position, please send your resume along with a cover letter to
employment@theorchard.church