



Position: Director of Media and Communication  
**Harvest Bible Chapel Palos**

**Purpose:** To greatly expand the ministry and advance the mission of Harvest Palos.

**Job Description:**

**Communication**

- Manage and maintain the website making it clear and inviting for visitors and members
- Oversee all social media management presenting a unified message and reflecting a strategic plan to promote church priorities
- Improve engagement with digital communication (videos, event promotion, app usage)
- Generate print work like calendars, reports and bulletin flyers reflecting precise branding
- Develop some ministry promotional material
- Maintain and implement the church style guide for all internal and external communications

**Qualifications**

- Command of the English language; strong verbal and written communication skills; excellent editing and proofreading ability
- Effective team-player, interacting with other staff, ministry leaders and members with a positive spirit and a helpful attitude
- Proficiency with professional design and editing software
- Familiar with Adobe Creative Cloud
- Ability to plan, organize, multi-task, meet deadlines and take great initiative
- Experience and education in communications, marketing, graphic design or related fields of study is preferred; prior church staff experience is preferred
- Portfolio of previous work that displays an ability to turn an idea into a visual piece