

Title:	Associate Director of Communications
Reports to:	Director of Communications
Status:	Full-time (40 hours per week), Exempt
Schedule:	Weekday office hours
Value to the team:	You have signature strengths in writing, project management, and connectedness. As an integral member of our team, you ensure an excellent, cohesive approach to communication at Blackhawk.

Responsibilities

➤ Leadership

Work with the Director of Communications to:

- Oversee and implement Communications vision and strategy.
- Create and maintain simple, efficient, and effective systems and tools.
- Ensure ministries are supported and trained in Communication best practices and alignment.
- Manage, prioritize, and oversee the implementation of the Communications Calendar.
- Manage the Communications Team's project management tool (currently Asana) and deadlines.

➤ Writing & Content Management

- Serve as the primary writer and editor for the Communication Team.
 - Write Sunday promotions (e.g., host notes, slides).
 - Write and send weekly churchwide email.
 - Ensure alignment of content across all churchwide communication channels (e.g., website, email, social media, Sunday promotions).
 - Gather translations.
 - As needed, provide writing, editing, and email production support to sites and special projects.
- Curate a collection of stories; conduct interviews and incorporate these stories into various channels. Work with ministries and Video Team on sourcing of content, narration, and images.
- Maintain central print material (e.g., invitations, booklets).
- Manage ad vendor relationships.

➤ Social Media

- Implement Blackhawk's corporate social media strategy across current and future platforms.
- Support sites on social media strategy, ensuring alignment for quality, content, and voice.
- Develop new ways to leverage existing content, providing valuable resources via multiple platforms.
- Administer the Blackhawk Community Board, managing and monitoring content.

➤ Teamwork

- Participate as an active member of the Communications Team.
- Maintain a multicultural lens and value throughout role responsibilities.
- Other duties as assigned.

Qualifications & Skills

Stable, mature, growing disciple of Jesus Christ, committed to the values of Blackhawk Church

Demonstrated ability in organization and project management

Gifted writer and editor

Values multicultural ministry

Able to manage individual tasks/projects while maintaining a view of the interconnected big picture

Exercises mature and independent judgment, confidentiality, and tact

Computer skills with familiarity of Office 365 and project management software such as Asana

About Working at Blackhawk

At Blackhawk Church, we want to build a loving community that follows Christ in order to reach a community that is lost without Him. On Blackhawk staff, we consider it an honor and privilege to take part in this mission.

Our staffing philosophy is simple: connect people to roles they'll thrive in. Our hope is to – as much as is feasible – ensure people's skill, experience and passion align with their role so that they're not just doing the job but thriving in it. Our staff culture values collaboration, coaching/development, humble service and healthy relationships. Our team works really hard, and we have fun doing it. Lastly, we aim to provide a competitive benefit package, and we offer flexibility in schedule when possible and practical.

We are an Equal Opportunity employer committed to growing a diverse staff. We don't just accept ethnic and cultural difference – we celebrate it, we support it and we believe it's what God envisions.

To apply, visit blackhawk.church/jobs.