



Abiding Hope Church is an Evangelical Lutheran Church in America (ELCA) congregation based in Littleton, Colorado. Abiding Hope Church is a radically inclusive community of God's children who are called to be the heart, hands, and feet of Jesus in the world.

## **Director of Communications Job Description**

Abiding Hope is seeking an energetic communications professional who is a self-starter and creative thinker. We are looking for a team player who has a passion for the local church and God's mission in the world. The Director of Communications will support the mission and vision of Abiding Hope (AH) by driving the strategic messaging and brand identity through internal and external communications. Through the AH website, social media, email, and print materials, the Director of Communications will engage the congregation, reach the local community, and spread God's mission in the world.

**Salary Range:** \$60,000-65,000

This is a benefited full-time position, 40 hrs./week. This position reports to the Lead Servant of Operations.

### **Responsibilities:**

#### **Website Management & Design**

- Maintain and update the AH website
- Ability to envision the information the website will need/change

#### **Email & Internal Communications**

- Manage and schedule church-wide email communications
- Create email campaigns through Mailchimp, Planning Center, and other communications platforms
- Write, edit, and proofread communication to ensure clarity, accuracy, and alignment with AH's brand
- Troubleshoot for those who are not receiving emails
- Ensure new people can sign up for emails easily and that their information is added to the system
- Understand multiple audiences/campuses and maintain correct lists
- Run Clearsteam (our texting platform) maintaining communication with our family ministries and emergency communication church-wide



303-972-1283



6337 S. Robb Way  
Littleton, CO 80127



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## **Social Media**

- Maintain and update social media accounts weekly through stories, videos, photos, and ministry content
- Ability to represent the church both thoughtfully and cautiously on social media
- Monitor engagement, comments, and messages
- Use analytics to understand the audience and to create better content

## **Brand Management**

- Protect the AH Brand by ensuring that staff and others are representing the core values and brand
- Maintain brand standards for all logo, color, and graphic assets and their use

## **Strategy**

- Work with data on previously established target audience to continue to market and reach the specific demographic
- Ability to evolve target audience as needed as the community and ministries progress

## **Graphic Design & Material Creation**

- Design digital and print materials that support AH's mission and ministries
- Create promotional graphics, event materials, signage, magazine, campaign materials, etc.
- Create weekly announcement slides, ensuring accuracy, engagement, and ease of action
- Ensure all materials created are a reflection of AH's brand standards

## **Supervisor and Team Development**

- Supervise the Communication & Marketing Specialist including job assignments, collaboration, and completion of projects
- Work with other staff members and church leaders to develop specific ministry communication goals
- Maintain a steady read of the communications throughout the various ministries of the church and always work on improvement

## **Database & Project Management**

- Must be able to learn the Planning Center database, help with event registrations, profiles, and publishing options



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- Ability to multitask, manage tight deadlines, and collaborate effectively with the Lead Servant Team and church members

**Requirements:**

- Proficiency in WordPress and running a website
- Understanding SEO and how to best utilize the website for search function
- Proficient in Creative Suite programs or other creative programs
- Proven ability to take projects from beginning to end
- Creative thinker and self-starter
- Problem-solving skills
- Excellent written and verbal communication
- Strong organizational and planning skills
- Ability to travel to both locations in Littleton when needed

**Preferred Experience:**

- Experience working in a church or non-profit
- Knowledge of Planning Center, Clearstream, or similar programs

**Education & Experience:**

- A bachelor's degree in Communications or Marketing or equivalent work experience
- A heart for the local church and a passion to use communications to reach others

**Work Schedule:** This position works M-F and occasional evening and weekend work. This position has an office at the church but can also include remote work.

**Location:** Abiding Hope Church, 6337 S. Robb Way, Littleton, CO 80127

**Job Type:** Full-time

**Benefits:** Health insurance, retirement contribution, PTO

**Tuition Discount:** As an employee, you are eligible to receive half off tuition at Abiding Hope Preschool and Kindergarten or Abiding Hope Nature School

**Send resume** and cover letter to [dana@abidinghope.org](mailto:dana@abidinghope.org). With the cover letter, please include a portfolio link or examples of communication material you have created.



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