**Job Opportunity**

Communications Director

We are seeking a dynamic and passionate Communications Director to join our team at Subi Church. As a key member of our staff, the Communications Director will play a crucial role in shaping and executing our communication strategies to effectively reach and engage our congregation, visitors, and community at large.

**General Responsibilities**

1. Ensure church communications is clear, consistent, creative and high quality delivered in a timely and responsive manner.
   * Promotion of church ministries, programs, activities, and events with creation of print and electronic communication (Sermon series graphic design, announcement slides, signage, stage design, brochures, information sheets, annual report, videos, testimony videos, etc).
   * Collaborate with ministry team leaders to define, develop and effectively communicate to specific audiences, including assisting with Spotlights
   * Publish monthly email newsletter (Subi Monthly News) and manage database of subscribers.
2. Develop and implement our digital marketing strategy.
   * Maintain the church's digital presence website (virtual front door to newcomers) and social media.
   * Develop internal communications portal (app)
3. Develop and implement a marketing strategy to increase Church's visibility in the wider community.
   * Invite the community into the church and remove mental barriers to people making the first step to visit.
   * Protect the Subi Church brand.
4. Assist with key events (such as Christmas, Easter, Mother’s Day, Father's Day, Volunteer Appreciation, Fellowship Meals after services, any other Church-wide events as required).
5. Manage volunteers and external contractors to achieve communication goals.
   * Identify, equip and empower volunteers in multi-media, social media, design, stage design, video and any other creative areas.
   * Engage with external parties (suppliers, contractors, print companies, journalist, reporters, etc).
6. Assist with preparation and management of the annual communications budget.
   * Identify areas to keep cost low whilst maximizing returns.
7. Any other duties as required.

This role can be full-time or part-time depending on an individual’s skills and availability.

**Qualifications Required**

* Bachelor's degree in Communications, Public Relations, Journalism, or a related field
* Excellent written and verbal communication skills, with a keen eye for detail and ability to craft compelling messages.
* Leadership and people management skills, desirable experience in mentoring and developing teams.
* Ability to thrive in a fast-paced environment and manage multiple projects simultaneously.
* Solid understanding of digital communications and social media platforms.

**To Apply**

Please submit your application containing your CV and cover letter by Monday 8 July to via email Amanda Tan ([amanda.tan@subiacochurch.com](mailto:amanda.tan@subiacochurch.com)).