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## Communications Director

### Position Overview:

The Communications Director ensures effective communication across various platforms such as website, social media, email, newsletter, bulletin, PowerPoint, and others as appropriate for Cross of Hope Church and School.

**Reports to:** Pastor

**Scope:** Part-Time

### Duties include:

Maintaining and updating all of the following:

*Digital Communications:* website, social media accounts, weekly community email

*Worship Communications* - Sunday PowerPoint, Sunday bulletin (Hope-filled Happenings), Sunday leaders guides, special worship services as needed.

*Other Print Communications* - monthly newsletter (Rays of Hope), and others as needed.

### Requirements:

Education: High School diploma or equivalent.

Training and/or experience in web design and desktop publishing preferred.

### Experience:

Basic website management

Using all social media and a mass email program

### Technical Skills:

Knowledge of Word, PowerPoint, Excel, Publisher

Ability to scan and upload documents

Ability to maintain and create new content for website

### Interpersonal Skills:

Ability to work on a team, creatively problem solve, be self-motivated and work unsupervised

Ability to multi-task, set priorities and adapt as needed, work and communicate well with staff and volunteers

This description is intended to be a reference and is not all inclusive of potential duties and responsibilities.

Please send your resume and reference to [office@crossofhope.org](mailto:office@crossofhope.org) or mail to Cross of Hope Lutheran Church, 6104 Taylor Ranch Rd NW, Albuquerque, NM 87120.

Tdrop/job postings/Communications Director Nov 22 2021

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