**South Central Conference**

**JOB DESCRIPTION**



**Position Title:**  Director of Communications

**Department:** Communications

**Immediate Supervisor:** President

**Status:**  Exempt

**Remuneration:**  87% - 102%

**Duties and Responsibilities**

* To communicate to the constituency news and future events of the local churches and conference
* To advise administration, departments, and local churches of efficient and effective ways to use communication resources
* To assist and instruct administration, departments, and local churches in communication expertise
* To assist the president in communicating vision and plans for the ministry of the conference
* To assist the president in general administrative assignments
* Publications
* Publish the conference newsletter
* Serve as contributing editor of the union paper and prepare monthly submissions of local church and conference news
* Designate news items for the Adventist Review/Adventist World
* Provide design and layout of promotional projects
* Give oversight and direction to layout and editing of the president's newsletter
* Train local church communication leaders
* Serve as information officer and designated spokesperson for contact with news media on a continuing basis and in crisis events
* Serve as a member of the crisis management committee
* Foster radio and television broadcasts (includes VOP, IIW, BOL, Faith for Today and local broadcasts by pastors)
* Oversee/supervise communication intern/staff
* Coordinate the church directional and marquis sign program
* Promote beautification of church and institutional properties
* Provide marketing/demographic profiles for evangelistic events
* Content Manager the conference website and social media
* Train and provide support to local church communication leaders
* Design the camp meeting books and banners
* Design and produce Special projects for conference
* Maintain identity of church and conference
* keep the history/archives

**Duties as Audio/Visual**

* Produce videos for programs, information, promotion, and special projects
* To reproduce and sell camp meeting DVD/CD’s after camp meeting
* To record the Youth and Early Morning services at camp meeting (Dorian Melo is the contracted individual)

**What to expect**

* All of the photos for SCC have been sent to be digitized, they will return in 5-7 months. They are are in envelopes and labeled which folders they belong within the archive cabinets in the corner office.
* The DVD duplicator is loaded in the studio
* The DVD printer is in Ellowyn Bell’s office

**Equipment**

* Nikon D7000 with two lenses, battery grip, two full sized batteries w/individual chargers, three smaller batteries w/charger pack, camera backpack
* Panasonic Full HD video camera with Canon lens
* Rolling carry-on luggage
* MacBook