

**POSITION OPENING**  
**Director of of Communications**



**manchester umc**

Position Title: Director of Communications Department Outreach & Missions  
Date January, 2012 Supervisor Director of Outreach & Missions

**General Function:**

Responsible for the coordination of all digital and print media; including the Friday E-News and website publicity updates, as well as all other communications strategies and media for Manchester UMC.

**Entry Requirements/Qualifications:**

- Minimum educational requirements of a Bachelors degree in Communications or Journalism, and two years of related experience.
- Effective written and oral communications skills
- Experience with project management; including scheduling, planning, prioritizing, and executing projects with firm deadlines.
- Must demonstrate expertise with computer applications such as MS Publisher, Adobe Photo Shop, Microsoft Word, and other applications as appropriate.

**Primary Duties and Responsibilities:**

- All aspects of internal and external communications, including:
  - Create and execute a comprehensive communications plan
  - Follow-up with staff to ensure compliance with production timeline
  - Composing and submitting press releases and other news articles
- Coordinating and insuring quality and timely execution of all digital communications (web, e-mail, video, etc.) with MUMC's web and graphic design companies, the Director of Outreach & Missions, and other staff
- Developing, coordinating, and executing all internal & external communications (including special events, special holiday/seasonal services, and year-round communications of Manchester UMC's mission, vision, and identity
- Collaborate with Manchester UMC's Communications Team in developing and executing a thorough communications plan for internal and external communications.
- Work with the Director of Outreach & Missions to establish and adhere to a yearly budget for communications.

**Hours Per Week:** 40

**Salary:** \$35,000-\$45,000/year

**Start Date:** Winter/Early Spring 2012

The above statements are intended to describe the general nature and scope of the work being performed. This list is not intended to represent an exhaustive list of all duties, skills, and responsibilities required.