

Director of Communications

At Peninsula Covenant Church (PCC), we believe the church makes a difference in the lives of people in Redwood City and on the Peninsula. As a united ministry with four entities (School Age Child Care, Preschool, Community Center, Church), we have a dream that hope will move throughout our city so that others will know the goodness of God.

Connecting with people is at the heart of what we do. This position will develop and manage strategy, messaging, voice and infrastructure systems to help us communicate effectively internally and externally. The Director of Communications reports to the Executive Pastor and will provide directional and hands-on leadership in expressing PCC's mission, vision, and values. The director will oversee brand strategy to help people understand how PCC ministries are integrated, and will provide platforms and coaching to help the church share the story of God at work in and through PCC in a clear, compelling way.

The director will be responsible for outreach to our community so newcomers can easily find us and neighbors know they have an open invitation to PCC. The director will work closely with the worship team, will help plan and integrate ministry and worship, and will ensure that all stakeholders are in a communications loop.

RESPONSIBILITIES:

- Give leadership to Vision 2025 and develop an overall communication strategy.
- Responsible for all church communication and marketing, including website, social media, all church emails/Gmail, platform communications, print publications, etc.
- Resource and guide other ministry teams (People Development, Worship, Family Ministry, Operations) in communication and brand architecture to ensure communication best practices across PCC.
- Partner with worship team in guiding gathering teams, branding/series look/feel and timelines for deliverables of message series and special events (Christmas, Easter, etc.)
- Manage contract relationships with designers and other vendors regarding marketing and publications.

MINIMUM QUALIFICATIONS:

- An authentic faith as a follower of Jesus Christ
- Bachelor's degree; bachelor's or master's degree in communication, social science, or ministry field desired.
- 3 years related experience required, with experience working in church administration and/or communication strongly desired.
- Demonstrated excellence in communication, including speaking, writing, and editing.
- Proficient in Microsoft Office or Mac suite (Keynote, Pages) required; experience with graphic design programs (Canva, Adobe InDesign, etc.) and website platforms a plus.
- Superior interpersonal and conflict resolution skills, with proven ability to work with a variety of persons at all levels.
- Leadership skills, strong team player, strong track record of collaboration and positive working relationships essential.

JOB TYPE: Full-time or Part-time

Please send resume and cover letter to Daisy Segal at daisys@wearepcc.com.