Summary of Job Description

Our thriving, inclusive faith community is in search of a Director of Communication. The Director of Communication is the bridge between the church and the outside world through livestreams, website, and social media engagement.

Responsibilities:

• Provide support in running livestream for worship and events (sound, slides, and video)
• Maintain streaming equipment (ie, computer, microphones, cameras, etc)
• Troubleshoot streaming problems (with support from and in communication with our system integrator, CMI Audio Video and Acoustic Solutions who are on call for any issues).
• Research and stay current on streaming aesthetics
• Collaborate with clergy and church staff to produce graphics and slides for the livestream, social media, and the website
• Periodically update the website and social media
• Organize and implement social-media outreach
• Assist the Minister in communicating with anyone who reaches out to the church via social media.
• Complete projects as assigned by Senior Minister

Hours and Eligibility:

• As needed to cover worship, events, and preparation
• Up to 10 hours each week, 48 weeks a year. 480 total hours are budgeted for 2023 and may be used flexibly.
• Availability Sunday Mornings (9-11:30am) and as needed for funerals, special events and liturgical holidays; including Christmas Eve and Easter. Hours are otherwise flexible.
• Must be at least 18 years old.
• Successfully pass a background check once hired and be eligible to work around children and other vulnerable populations.
• Previous experience preferred but not required. All training will be provided by FCCB.
The Ideal Candidate Will Have:
- Excellent communication skills including the ability to maintain a flexible work schedule
- Knowledge of our streaming and graphics systems (or a willingness to learn) including pro Presenter and Canva.
- Excellent attention to detail with strong project management skills
- Awareness of social media trends
- Support the Mission of the First Congregational Church of Branford

Relationships:
- The Director of Communication's ministry is part of the mission of the FCCB Worship Team
- The Director of Communications will report directly to the Senior Minister

Application Process:
- Submit resumé and cover letter to the attention of The Reverend Joseph Perdue at jperdue@firstcongregationalbranford.org.
- All applications must be received by email. Applications submitted solely through Facebook or Instagram will not be considered.

The First Congregational Church of Branford affirms the full diversity of God's creation and welcomes people of differing views, national and ethnic backgrounds, and sexual orientations, without regard to worldly condition. We hope you will share your particular gifts and faith journeys with us and join us in our worship and work.