

Director of Communications

Grove United Methodist Church – [West Chester, PA]

Grove United Methodist Church, a welcoming and vibrant faith community is seeking a **Director of Communications** to help us engage most effectively with both our congregation and wider community.

Position Summary:

The Communications Director will be responsible for planning, creating, and managing all church communications across multiple platforms, including digital, print, and social media. This role is ideal for someone who is creative, detail-oriented, and passionate about clear, consistent, and mission-driven communication.

Key Responsibilities:

- Develop and implement a cohesive communications strategy in line with the church's mission and ministry goals.
- Manage social media accounts
- Design and distribute weekly email newsletters and special announcements.
- Create printed materials such as flyers and event promotions.
- Collaborate with staff and ministry leaders to ensure timely and accurate communication of church events and initiatives.
- Assist in coordination of media needs for worship
- Train and oversee volunteers who may be involved in communication tasks.
- Stay informed and up to date regarding emerging technologies and trends related to communication methods.
- Staff the church office 2x weekly answering the phone and welcoming/assisting guests

Qualifications:

- Strong communication skills.
- Experience with social media platforms, email marketing tools, and website content management systems
- Graphic design skills
- Familiarity with church life and the values of The United Methodist Church
- Positive about the mission and vision of Grove Church
- Ability to work independently, manage multiple projects, and meet deadlines.
- A spirit of collaboration, flexibility, and creativity.

Position Details:

- **Status:** Part-Time (12-15 hours/week), Office/Remote Hybrid
- **Schedule:** Two weekdays in office (4 hours/day)
- **Reports to:** Lead Pastor

To Apply:

Please submit a cover letter, résumé, and at least two samples of previous communications work (e.g., social media posts, newsletters, or design materials) to jobs@grovechurch.org