



**BONHOMME**  
WHERE FAITH GROWS

## Communications and Marketing Specialist Job Description

**Church Mission:** Make flourishing disciples of Jesus

**Ministry Area:** Communications and Marketing

**Position Purpose:** If you are a detail-oriented strategic thinker who can use all communication platforms [website, social media, e-blast, mail distribution, etc.] creatively to tell stories and engage with seekers and followers of Jesus, we'd love for you to join our Bonhomme church family. We are hiring a part time Communications and Marketing Specialist to help us grow our church.

### Position Description:

A concise list of responsibilities includes, but is not limited to, the following:

- Develop a strategic quarterly communications calendar that balances all-church communications and family business with announcements and story-telling from individual ministries, ensuring that the schedule is in keeping with our church Communications Values.
- Help Session and the Pastors cast their compelling vision for the church far and wide within the congregation and out into the community by ensuring that all of Bonhomme's communication deliverables are aligned with the church's vision, brand, and Communication Values.
- Develop strategic marketing efforts that raise Bonhomme profile within West County, helping reach people who are currently strangers to Bonhomme, putting them in touch with our story as a church and ultimately with the gospel itself.
- Work with ministry leaders to help them clarify their messages and broadcast them throughout the congregation and into the community by helping them produce excellent deliverables.
- Manage requests for announcements from various ministry leaders (Elders, Deacons and Volunteers) helping them determine a way to tell their story that works within the quarterly communications.
- Be a champion of Bonhomme's Communications Values, helping ensure that all communications pieces are in keeping with these values.
- Identify volunteers from the congregation who can bring their skills in photography, videography, media and story-telling in service to our overall communications strategy as a church, helping train and develop these volunteers as needed.
- Perform weekly audits of the website and monthly audits of the lobbies, making sure we are leading with up-to-date communication pieces.
- Meet weekly with all the staff (Adult, Student, Community Care, Children's) and a liaison from the Elders/Deacons and Special committees (i.e. Search committees) who can impact Communications and Marketing internally and externally.
- Lead/create and participate in special projects as needed.

Send resume to John Green at [jgreen@bonpres.org](mailto:jgreen@bonpres.org) with subject line, "Communications and Marketing Specialist Position."