



Job Title: Communications Director
Organization: Grace Church [Grace-church.com](https://grace-church.com)
Location: Glendora, CA
Job Type: Full-Time
Reports To: Executive Pastor

About Grace Church

Grace Church is a vibrant, mission-driven community of over 1,200 weekly attendees located in the heart of Glendora, California (greater Los Angeles area). Our mission is simple yet transformative: *Helping people find and follow Jesus*. This mission is lived out through our core values; **authenticity, generosity, community, diversity, and practical Bible teaching**.

Our campus is designed to foster connection and spiritual growth. It features multiple buildings, two worship venues, dedicated kids and student spaces, a gymnasium, a coffee shop, an outdoor plaza, a sports field, office building, and several meeting rooms. Under the leadership of Pastor Kevin Finkbiner, we are passionate about creating environments where lives are transformed and faith is deepened.

Position Overview

The **Communications Director** develops, leads and executes the overall communication strategy to promote the church's mission, vision, and values across all ministry platforms.

Key Responsibilities and Duties

- Strategic Planning: develop comprehensive communication plans for church-wide, seasonal, and ministry-specific events.
- Content & Digital Management: oversee social media, email newsletters, website content, and app updates to keep the congregation engaged.
- Branding & Design: ensure all internal and external communication materials (print, video, digital) align with the church's brand guidelines.
- Media: Create or oversee the creation of graphics, videos, and photography for worship services and promotions.
- Reporting & Analytics: Monitor engagement metrics and manage the communication department budget.
- Develop a *Leadership Pipeline* by recruiting, training, and developing volunteers for all areas of communications.

Team Development & Leadership

- Provide coaching, feedback, and spiritual guidance to staff, ministry teams & volunteers.
- Foster a healthy, collaborative, and accountable staff culture.
- Facilitate leadership development meetings and training initiatives.

Required Skills and Qualifications

- Experience: 3–5 years in a communications or marketing role.

- Tools: Proficiency in design software (Adobe Creative Cloud, Canva), video editing, content management systems (CMS), and social media platforms.
- Communication Skills: Strong copywriting, editing, and verbal communication skills.
- Leadership: Ability to develop/lead teams, and manage multiple projects simultaneously.
- Demonstration/portfolio of graphic design or creative work.
- Alignment with the mission, vision & values of Grace church.
- A spiritually mature believer with a demonstrated call to ministry.
- Previous Church Staff experience preferred, but not required.

Full Time/Exempt

- Hours are flexible depending on events, special services, upcoming projects, etc.) Required to work Christmas & Easter Services and some All-Church special events.
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How to Apply

Please send the following to jobs@grace-church.com:

- Resume
- Brief cover letter sharing your heart for Communications ministry and why you're interested in the role at Grace Church.
- 2-3 examples of your graphic design, creative writing, or other creative work.

Applications will be reviewed on a rolling basis.

Salary Range: \$70-80k