



Suncrest Christian Church Communications Manager Job Description

Purpose:

The Communications Manager ensures that Suncrest's story is told clearly, consistently, and creatively across every platform. This role manages communication systems, project timelines, and outward messaging — helping people take clear next steps while keeping the church's voice unified and intentional. As we aim at unchurched people, this individual will coordinate behind-the-scenes communications, marketing, and content flow with excellence and creativity.

Role and Responsibilities:

- Manage the Suncrest Promotion Schedule and coordinate weekly and seasonal communications, keeping things organized and running 6 weeks ahead.
- Maintain and update suncrest.org.
- Write and edit copy for internal distribution, social media, web, email, and weekend service elements (including hosting scripts and announcements).
- Create and execute marketing strategies for the Suncrest brand and ministries.
- Oversee day-to-day content posting for social media and website updates.
- Coordinate design and video contractors, ensuring timely delivery and brand consistency.
- Collaborate with the Service Programming Director to align weekend messaging, visuals, and tone.
- Collaborate with the Media Pastor, who is responsible for On Demand and app content/updates, to ensure consistency in voice and information.
- Maintain brand voice and aesthetic across all platforms — ensuring clear, simple, and invitational communication.
- Recruit and develop communications volunteers (copywriters, social media contributors, photographers, etc.).
- Assist in the planning and execution of church-wide communication campaigns, events, and sermon series launches.
- Carry out occasional responsibilities shared among other staff positions as requested by your supervisor or Executive Pastor.

Qualifications:

- Character and competency to positively represent the DNA/values of Suncrest.
- Humility and openness to ongoing professional and personal development.
- Spiritual maturity and commitment to living and leading in the way of Jesus.
- Exceptional written communication and editing skills.
- Thoroughness; self-initiating; strong organizational and project management skills.
- Collaborative spirit with staff, volunteers, and contractors.
- Sensitivity to unchurched audiences; ability to write and design with clarity and simplicity.
- Technological proficiency; familiarity with social media platforms, Canva/Adobe tools, and web CMS preferred.
- Team player with a “low drama,” proactive attitude and strong work ethic.

Hours:

Approximately 23 hours per week (specific hours worked to be determined). Will require some weekend service availability (Thursday nights and Sunday mornings).

Note: The above job description is intended to describe the general nature and level of work being performed by individuals in this position. It is not an exhaustive list of all responsibilities, duties, and qualifications required. Your supervisor and/or Executive Pastor may revise this job description as needed to meet the mission and needs of Suncrest.