



## Job Description || Director of Communications: *Marketing & Design*

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Quest is a 16-year-old urban, multiethnic and multi-generational church in Seattle, striving to be an incarnational presence in a fast changing post-Christian culture. Our purpose is to embody the whole Gospel through our five ministry pillars: the human soul, community, reconciliation, compassion & justice, and global presence. More information can be found at <http://seattlequest.org>

The Director of Communications is responsible for leading all communications-related aspects of the church, with a particular emphasis on marketing and design. The director will create, organize, plan, and implement effective communication messages, strategies, and events on behalf of Quest Church for the church and the wider Seattle community.

### SPECIFIC SKILLS NEEDED

**Leadership:** Big-picture planner, ministry partner, and motivated team player. Work with staff/pastors/leadership to implement communication strategies for Quest Church. Provide leadership and management in the area of external/internal communications and marketing through all mediums. Must be astute, competent, and sensitive to the “multi” and growing diversity of our community.

**Creativity/Storytelling:** Continually look for ways to communicate existing church-wide ministry programs in an effort to more fully integrate the congregation and the wider community with the stories and mission of Quest Church.

**Organizational/Planning:** Understand vision cast by Quest Church staff/pastors/leadership. Organize communication in a way that best reflects church priorities and establishes structures that seek to include more people in the ministries of Quest Church. Attention to detail, ability to multi-task, and deadline oriented planning are skills highly required.

**Marketing/Design:** Serve as the ‘eyes’ for all Quest Church communications – must have strong graphic design, videography, and editing skills. An understanding of and facility with social media strategies and a working knowledge of WordPress is required. Must have extensive experience with the Adobe Suite (Illustrator, Photoshop, InDesign), specifically with mock-ups for print, web design, and multimedia presentation.

### RESPONSIBILITIES

#### Communication:

- Coordinate with staff regarding communications for all church-wide events
- Coordinate with A/V/L Director and oversee the recording/uploading of sermons and large event recordings
- Work with IT to maintain church website – system updates, hosting, troubleshooting
- Maintain church app and keep features/links current



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- Work with staff/pastors/leadership to develop communication processes and define priorities to create an environment in which messages are communicated clearly, creatively, and effectively to the congregation
- Adapt written text from staff/pastors/ministry leaders to match the medium in which it is being presented (bulletin, insert, website, announcement, social media etc.)

### **Marketing & Design:**

- Create and post all social media content on behalf of Quest Church (Facebook, Twitter, Instagram etc.)
- Oversee branding team – church logo, signage, business suite
- Stay current with creative communication and technological trends; look for opportunities to streamline communication processes for effectiveness
- Maintain content for church website
- Design and create sermon-focused visuals throughout the year
- Create videos for special church occasions
- Oversee the production of the annual report
- Working knowledge of vinyl cutting machine for designing signs and communication is a plus

### ADDITIONAL INFORMATION

5+ years in communication and design required and management experience preferred.

**Accountability and Communication:** Must possess a vibrant and growing faith in Jesus Christ and committed to becoming a member of Quest upon hire. This position reports directly to the Executive Pastor. Routine communication & coordination with the larger staff are essential and includes a weekly staff meeting.

### **Hours, Compensation and Benefits:**

- Full-Time: 40hrs/wk
- Compensation: \$54,000 + Health Benefits

**Application Information:** Position open until filled. Please email cover letter, resume and at least three references to [info@seattlequest.org](mailto:info@seattlequest.org)

### **Contact Information**

Rev. Gail Song Bantum, Executive Pastor  
Quest Church  
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