



Communications Manager

Reports to: Office Manager

Hours Required: Full time, Mondays to Fridays

Job Summary: The Communications Manager is responsible for overseeing all aspects of church communications. He or she must be able to direct & execute our communication strategies. This person must have communications experience (at least 3 years) and should ideally be proficient in the suite of creative tools.

Primary Relationships: This Manager reports to the Office Manager. He or she will also be working with church leaders & volunteers in ensuring that our communications is in line with RHC's mission & vision. This person will also be supporting the various ministry leaders & volunteers in their communications needs.

Detailed Job Description:

- Direct & execute all church communications
- Manages and executes communications timelines for events & ministries
- Ensure clear & consistent expression across various communications channels ie RHC Voice
- Ensure that RHC's mission & vision undergirds all communications
- Manages our church & internal calendars
- Manages the RHC website & App
- Manages RHC's Instagram & Facebook account
- Responsible for the production of all our material and publication
- Ensure application of style guide
- Manages relationships with vendors such as printers, web providers etc

Expectations:

You are contributing to the team in the way we expect when:

- You deliver on all the key performance indicators.
- You serve humbly and graciously, submitting yourself to the elders and in all things to Christ who is the Head of the Church.
- You cultivate intimacy with Jesus in your own heart so that your work is a Spirit-filled overflow.
- You actively pursue and model a godly life.
- You honestly think it is an honour to be a part of our mission and work closely with your peers to encourage this culture.
- You are connected to and integrated within the Church.

Please submit your cover letter and resume to hr@rhc.org.sg