

**Fairview Village Church of the Nazarene**  
**Celebrate, Connect, Care**  
3044 W. Germantown Pike  
Eagleville, PA 19403  
610.539.3333

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**Director of Digital Communications and Marketing**  
***Job Description***

**ACCOUNTABLE TO:** Executive Director

**DIRECT REPORTS:** None

**ROLES AND RESPONSIBILITIES:**

**1. DIRECTOR OF MEDIA MINISTRY**

Support and guide in supervision of Media Team to include but not limited to:

- a. Development and Production of video segments for weekend services and web site.
- b. Developing and directing the stage crew, planning and implementing needed changes in stage props & furniture for services and special events
- c. Create video segments for all ministry areas as needed
- d. Support Staff pastors as they are developing and planning media programs for their ministry areas.
- e. Graphic design for weekly bulletin, monthly newsletter, posters, flyers, and other publications.
- f. Ensure in the development and maintenance of FVCN website.
- g. Available to serve during the weekend services as needed

**2. COMMUNICATIONS**

- a. Guide and support the internal and external communication efforts of the church to include but not limited to:
  - Manage Media schedule and dead lines
  - Weekly Bulletin
  - Quarterly Financial newsletter
  - Web site
  - News Releases
  - Public service announcements
  - Internal & External marketing (*banners, exterior signs, brochures, etc.*)
  - Mass Mailings & mass emails
  - Graphic Design
  - Worship Slides

**HOW TO APPLY:**

Contact Bill Slater at [bslater@fvcn.org](mailto:bslater@fvcn.org) or call 610.539.3333 X228.