



Director of Communications

Description: The Director of Communications at First Presbyterian Church of Greensboro develops and manages FPC's messages among our members and in the larger community in ways that are inspiring, accessible, and actionable. The director shares the stories of how people involved in the church experience God working in and through their lives and builds relationships and community within our membership with transparent messages about finances, leadership, and business decisions. The director is integral to helping us meet our call of being the heart of the city. While FPC is an established, downtown, mainline congregation, it is open to the new things God is doing, building on a culture that values relationships, joy, and service.

Key tasks:

- Supervises and works alongside the Communications staff in producing written and digital content for FPC publications, the website and social media.
- Sets priorities and production schedules and is responsible for meeting deadlines.
- Monitors and reports on engagement metrics to support Communications decision making.
- Manages the Communications budget and relationships with vendors.
- Is responsible for quality control of all Communications products.
- Coordinates FPC interaction with media outlets.
- Is a key contributor to special projects and events.

Key relationships:

- Coordinates regularly scheduled and urgent or emergency communications with the Senior Pastor.
- Enlists the involvement of clergy, other church staff, committee leaders and congregational volunteers in communications decisions and production.
- Works with the Director of Information Technology to ensure that Communications platforms and systems, the website, text messages and emails are properly supported.
- Meets regularly with the member-led Communications Committee to report on Communications projects, test messages and solicit input on Communications tasks and issues.

Skills:

- **Attention to detail:** Consistently attends to the many small pieces which must be assembled into an organized whole; resolves questions needed to address a problem; keeps the larger picture in mind.
- **Ethics and values:** Honors the core values and beliefs of the church in their choice of behaviors; embodies appropriate behavioral choices in stressful and non-stressful situations.
- **Time management:** Focuses on tasks that contribute to organizational goals; uses time effectively and efficiently; values time and respects the time of others; concentrates their efforts on the most important priorities; can appropriately balance priorities.

- **Verbal communication:** Delivers a message clearly, articulately and with appropriate emotion in a variety of settings.
- **Written communication:** Writes clearly and succinctly; delivers messages in a tone appropriate to the context.
- **Video creation:** Creates videos that capture audience attention and contain clear, impactful messages.
- **Team orientation:** Understands and supports the importance of teamwork.
- **Staff management:** Works collaboratively, encouraging growth and learning.
- **Environment:** Enjoys being creative and working with an engaged, diverse and committed team.

Education and experience:

- BA or BS degree in a related field.
- At least 5 years' experience in related field.
- At least 3 years' experience in management.
- Familiarity with mainline theology.
- Fluency in social media strategy, Adobe Creative Suites, MS Office, and digital content creation.

Benefits and expectations:

- Full-time position with benefits.
- Reports to the Senior Pastor and is a member of the Leadership Team.
- Regular office hours expected with the opportunity for some remote work.

To apply:

- Email a letter of application and resume by July 30, 2026, to Jill Duffield, Senior Pastor, at jduffield@fpcgreensboro.org.