

# Communications Manager Job Description



Job Title: Communications Manager  
Work Hours: Part time (16 hours a week). The exact hours of work are flexible.  
Report to: Executive Director  
Purpose: To oversee and implement effective communications for GC3.  
Location: A mobile workplace within Aotearoa NZ.  
Limited travel within New Zealand may be required.

## Responsibilities

### 1. To tell the GC3 story effectively

This will include:

- Guiding how we tell stories and how we present our impact around the world
- Lead the process of gathering and presenting stories through a range of media channels including text, images and video.

### 2. To implement an effective communications strategy for GC3.

This will include:

- Develop and implement effective communication strategies to promote our mission and activities.
- Developing and manage a content strategy, including editorial calendars and content creation workflows.
- Monitor, analyse and report on the performance of marketing and communications strategies.
- Manage the cohesiveness and delivery of the GC3 brand

### 3. To provide oversight for the digital presence of GC3.

This will include:

- Manage and update content on our websites and social media platforms (GC3 & Headspace) ensuring consistency and engagement.

### 4. To produce promotional materials and media.

This will include:

- Coordinate and oversee the production of promotional materials including brochures, information booklets, promotional merchandise, posters, business cards, Annual Report and Daily Prayer Guide.
- Oversee the production of digital media.

### 5. To assist with GC3 events

This will include:

- Coordinate engagement in events such as CCCNZ Summits, Festival One, and HMRage
- Organise merchandise and print material for events.

### 6. To assist the Executive Director with operational tasks and projects

This will include:

- Provide administrative support to the Executive Director.
- Coordinate and manage special projects as assigned by the Executive Director
- Support the Executive Director and Board Chair in crisis communication and handling public relations issues.

## **Qualifications & Experience**

- A vibrant and active personal faith, aligned with the vision, mission, and values of GC3.
- A strong commitment to the local church
- Excellent communication and organisational skills
- Excellent relationship skills and ability to build strong connections with others.
- Able to collaborate with other staff and external stakeholders.
- A suitable qualification and/or proven experience in communications, marketing, or a related field.
- Excellent computer skills, including experience in Microsoft Office and graphics and design applications
- Self-motivated, able to take initiative and work independently