

Job Title: Communications Director**Reports To:** Executive Director (ORCM/RCRP)**Employment Type:** Full-Time, Exempt**Location:** Huntsville, AL**Office/Remote:** In office position

Position Overview

The Communications Director provides strategic leadership and direction for all internal and external communications. This role is responsible for shaping the organization's message, strengthening its brand, and ensuring consistent, effective communication across multiple platforms. The ideal candidate is a visionary communicator who can manage both strategy and execution, bringing creativity, clarity, and purpose to every message. A bilingual candidate (English and Spanish) is preferred.

Key Responsibilities**Strategic Leadership**

- Develop and implement a comprehensive communications strategy aligned with organizational goals and mission.
- Serve as the lead advisor to leadership on all communications, media, and public relations matters.
- Oversee crisis communication plans and reputation management.

Brand and Marketing Management

- Ensure consistency of the organization's brand identity, voice, and visual standards.
- Lead creative direction for marketing campaigns, publications, and digital content.
- Oversee design, photography, and video projects that promote the organization's mission and values.

Digital Communications

- Manage website content, social media channels, and email communication platforms.
- Analyze digital engagement metrics and adapt strategies to increase reach and impact.
- Implement tools and analytics for continuous improvement in online communication.

Internal Communications

- Develop communication tools and channels that promote employee engagement and organizational culture.
- Support leadership in delivering timely and transparent internal messaging.

Qualifications

Education:

- Bachelor's degree in Communications, Public Relations, Journalism, Marketing, or related field required.
- Master's degree preferred.

Experience:

- Minimum 3-5 years of progressive experience in communications, public relations, or marketing.
- Proven experience leading communications strategy at an organizational level.
- Strong portfolio demonstrating media success, digital campaigns, and brand development.

Skills and Competencies:

- Exceptional written and verbal communication skills.
- Strategic thinker with the ability to translate vision into actionable plans.
- Skilled in media relations, storytelling, and content development.
- Proficiency with digital media platforms, analytics, and content management systems.
- Collaborative leader able to manage multiple priorities in a fast-paced environment.

Work Environment

- Some evening or weekend work required for events or urgent communications.
- Travel is occasionally required.

How to Apply

Submit your **resume**, **cover letter**, and **samples of work** (press releases, campaign materials, or writing portfolio) to: Dana.Edmond@adventistregionalministries.org by **November 21, 2025**.

Please include "Communications Director Application – [Your Name]" in the subject line.

Applications will be reviewed on a rolling basis until the position is filled.