

Director of Communications

Job Description



**In God's love, we renew dignity and
inspire learning for youth and families.**

The Canby Center is an organization making an extraordinary difference. We believe that every person is important to God and society. We support people in discovering their value, renewing dignity where it has eroded, and inspiring them toward a future filled with hope. We are a faith-filled, Christ-centered, relational community.

We are seeking a skilled and passionate Director of Communications. In this role, you will be responsible for developing and implementing comprehensive communication strategies that effectively tell the story of The Canby Center, promote our mission, and engage our community. Your expertise in communication, public relations, and media will be instrumental in enhancing the visibility and impact of The Canby Center.



Director of Communications

Job Description

Position Description: Director of Communications

Reports To: Executive Director

Classification: Full Time, Exempt (Salaried)

Pay Range: \$80,000 to \$90,000 annually DOE

TO APPLY: Submit cover letter & resume to employment@thecanbycenter.org.

Resumes received without a cover letter will not be considered.

Description: The Director of Communication is responsible for planning, designing, producing, and overseeing all communications of The Canby Center (TCC). She/he upholds the mission, vision, and values of TCC. The Director of Communications acts as the primary media representative for public relations and ensures that all TCC communications are clear, compelling, concise, and complete.

Communications - 80%

Strategic Communication Planning:

- Develop and implement an integrated communications strategy that includes print, digital, and social media channels.
- Align communication strategies with the overall goals and mission of TCC.

Brand Management and Promotion:

- Lead all branding efforts, including rebranding rollout (2026).
- Ensure consistent branding across all communication platforms.
- Promote TCC's initiatives, events, and success stories to a wide audience.

Content Creation and Management:

- Oversee the creation and dissemination of engaging content including newsletters, annual reports, brochures, and online content.
- Manage the organization's social media profiles and presence.

Media and Public Relations - 10%

- Serve as the primary media contact and spokesperson for TCC.
- Build and maintain relationships with local and regional media outlets.
- Prepare press releases, media kits, and manage media inquiries and interview requests.
- Foster strong relationships with community stakeholders, partners, and volunteers.
- Organize and participate in community events and public speaking engagements.

Team Leadership and Collaboration - 10%

- Lead and mentor the communications team including vendors.
- Collaborate with other departments to ensure cohesive messaging and branding.
- Assist with special events.

Desired Qualifications:

- High level of integrity including the ability to maintain confidentiality
- Bachelor's degree in Communications, Journalism, Public Relations, or related field preferred
- Minimum of 3 years of experience in a communications or public relations role, with at least 2 years in a leadership position preferred
- Exceptional written and spoken communication skills
- Sharp eye for design, aesthetics, and visual communication
- Knowledge of creative editing software preferred
- Proficient in MS Office
- Coachable, dependable, and reliable
- Excellent time management skills
- Highly organized

Work Environment/Environmental Condition:

- Standard office environment in Canby, OR, with occasional in-town travel.
- Must be able to lift 40 lbs.

Because we believe that professionally qualified, committed Christian personnel are key to the operation of a faith-based nonprofit, and that employees, by the pattern of their lives serve as role models to our participants, the job descriptions for all employment positions at The Canby Center contain the following statements relating to required personal qualities.

General Employment Requirements:

- The employee will have received Jesus Christ as his/her personal Savior, John 1:12.
- The employee will be in agreement with The Canby Center's doctrinal statement.
- The employee will believe that the Bible is God's Word and standard for faith and daily living, II Timothy 3:16-17.
- The employee will be a Christian role model in attitude, speech, and actions toward others. This includes being committed to God's Biblical standards for morality and sexual conduct, I Timothy 4:12; Luke 6:40; Col. 3:17; Titus 2:7-8; I Thessalonians 2:10 and 5:22.
- The employee will be a regular participant in a church.

Benefits:

- **Qualified Small Employment Health Reimbursement Arrangement (QSEHRA)**, a tax-advantaged reimbursement plan providing reimbursement for a wide variety of medical, dental, and vision expenses
- **Paid time off** including vacation, monthly renewal day, and 6 paid holidays per calendar year
- **Simple IRA** with up to 3% employer match, beginning after 1 year of employment
- **Tuition reimbursement** opportunities for continuing education

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