



JOB DESCRIPTION

Job Title: **Director of Communications**
Hours: Full-Time, 40 Hours per Week, Mon-Thurs, Occasional Sun, Other Days as Needed
Primary Job Location: St. John's Episcopal Church, Decatur, Alabama
Date Revised: June 2023

St. John's Episcopal Church seeks an energetic, outgoing person to manage and facilitate the day-to-day administrative and communication operations of the church. This full-time position requires professionalism and confidentiality as well as exceptional organization and oral and written communication skills. The main responsibilities will be for internal and external communications, as well as parish administration. The successful candidate must be a self-starter and possess superior interpersonal skills, able to work both alone and as part of a team to accomplish goals and objectives. An ability to multi-task and work in a deadline-oriented environment is essential. This position is responsible for supporting the vision, mission, and core values of the church and is supervised by the Rector.

The duties of the office will be performed with a focus on teamwork, service, communication, collaboration, and engagement with staff and parishioners alike to foster an environment of Christian service with an emphasis on ways to continuously improve.

Essential Job Functions and Primary Responsibilities

- Greet all visitors to the office and those who call enthusiastically and assist them as needed.
- Oversee the production of all the church's communications to ensure that they are consistent with the branding identity and mission of the church.
- Create and distribute materials for worship services including bulletins, readings, and pew cards.
- Write, edit, lay out, and distribute parish communications and reports.
- Assist with committee and parish communications, flyers, mailings, etc.
- Maintain and update the church website and social media in collaboration with staff.
- Oversee the service streaming ministry, including the equipment, software, and volunteers.
- Maintain the church calendar, including scheduling meetings and use of facilities.
- Provide logistical support and coordination for parish meetings and events.
- Function as liaison to outside groups that use church facilities.
- Maintain and update parish database and directory.
- Utilize multiple platforms to advertise events to the congregation and community (newspaper, etc.)
- Oversee budget for parish communications including electronic platforms and promotional material.
- Collaborate with the Newcomers Committee in creating messaging and materials to assist the welcome and incorporation of parish visitors and newcomers.
- Train, equip, and empower lay and ordained leaders on how to communicate their ministry's vision and programming.
- Other duties as assigned.

Required Qualifications

- Detail oriented and skilled at time management; problem-solving skills.
- Excellent written and verbal communication skills.
- Sound interpersonal skills.
- Possess computer skills including desktop publishing, Microsoft Office suite, database management, and website management skills.
- Establish and maintain cooperative and effective working relationships.
- Be flexible and able to plan, organize, and complete assignments with a minimum of direction.
- Able to negotiate and delegate tasks as required.
- Development of forms, sign-ups, and managing of event registration.
- Knowledge (or a quick learner) of the practices and traditions of the Episcopal Church.

Required Minimum Education and Experience

- High School diploma or equivalent is required; bachelor's degree is preferred.
- Expertise in every responsibility is not required, however an eagerness and initiative to learn is.

Personal Qualities

- Able to work flexible hours, including evenings and weekends.
- Self-motivated, organized, detail-oriented and able to prioritize, plan and manage multiple tasks.
- Excellent interpersonal skills and collaborative management style.
- Excels at operating in a fast-paced, diverse community environment.
- Open to direction and has a commitment to task completion.
- High comfort level working in a fluid environment.

Compensation

- Competitive salary commensurate with experience and qualifications.
- Medical Insurance and Pension Benefits through the Episcopal Church.
- Mileage and Professional Expense reimbursement.

To Apply

Please submit a resume, cover letter, and three references to
The Rev. Chase Ackerman, Rector, chase@stjohnsdecatur.org.

Applications will be received and reviewed until the position is filled.