



## Position Description – Director of Communications

**Posting: April 10, 2019**

Christ Church Episcopal  
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Wisconsin 53217  
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### Introduction

A growing, inclusive parish with a gift for hospitality, Christ Church is looking for a Director of Communications to help us share God's abundant love with the neighborhood, the larger Milwaukee community and beyond. This person is responsible for developing, with parish leadership, the internal and external communication strategy for Christ Church. The Director of Communications supports all church ministries in their development of messaging and its execution in electronic, print, and broadcast media.

### Essential Functions

- Coordinating and producing of regular publications, including: weekly parish email, weekly bulletin, quarterly newsletter, annual reports, visitor and ministry brochures and posters, etc.
- Managing the parish website, including content oversight, technical support and training for church staff and volunteers
- Promoting and implementing the use of social media including Facebook pages, Instagram, and other platforms as needed
- Utilizing other channels of communications as necessary: interior digital display(s), church signage, diocesan weekly email
- Negotiating and coordinating design and printing of products produced outside the church
- Developing and implementing a media-based public relations plan when necessary, and acting as the church contact for the news media
- Developing a Communications Team: a network of volunteer resources to assist in the publication process, in the areas of writing, editing, photography, video, illustration, printing, and delivery
- Design and disseminate an effective communications strategy for Christ Church
- Coordination of special projects and duties as directed by the Rector

### Desired Qualifications

- Bachelor's degree in communications, graphic design, and/or related field (or equivalent experience). Extensive knowledge of Adobe Creative Suite, Microsoft Office, Constant Contact, InDesign, and other current electronic publishing tools
- Creative eye, proven design skills, and the ability to work in a fast-paced, cross-platform environment
- Familiarity and comfort with posting on state-of-the-art social media tools
- Experience with the parish life of a church and knowledge of the social dynamics unique to ministry work
- Demonstrated leadership in area of communications management

**Compensation**

This is a part-time position of approximately 20 hours/week. Hourly rate of \$18-\$22, depending on skills and experience. There are no other benefits with this position.

**Applying**

To get the conversation started, please send your resume (or C/V), sample portfolio (including examples of written and design work), and a letter of interest to The Rev. Kate Byrd by May 3, 2019. [kate@christchurchwfb.org](mailto:kate@christchurchwfb.org)