

ST. STEPHEN'S EPISCOPAL CHURCH
POSITION DESCRIPTION
Updated – 18 June 2024

Position: Director of Communications
Status: Full-time, exempt
Reports to: Rector
Salary: \$45,000-\$60,000, commensurate with experience
Benefits: Health, dental, and vision insurance; pension; paid vacation; continuing education available
Works collaboratively with: Staff, church members, vestry, and wardens

To apply: Send cover letter and resume (with references) to The Rev. Sanford Key, Rector: sanford.key@ssecdurham.org

***Questions about the position can also be directed to the Rector.**

Description: The Director of Communications oversees communication efforts of the parish, including: livestreaming of services, digital media production, social media management, weekly publications, and other projects requiring technology and digital expertise and knowledge.

Major Duties:

1. Oversees all communications functions, including the development of an annual communications plan
2. Works collaboratively with the staff and Communications Committee to plan for technology needs, including audio and video resources, equipment, internet services, social media, etc.
3. Manages the livestream broadcast for all Sunday and special services, including weddings and funerals as requested
4. Manages and maintains the church website and calendar
5. Manages the social media platforms for the parish
6. Plans and produces the weekly email newsletter, The Windowpane
7. Plans and produces other publications as needed, including the Annual Report
8. Serves as the photographer for scheduled events and services; produces photographs for use on the website and in social media and other marketing and communication pieces
9. Maintains the online parish directory
10. Convenes and leads the Communications Committee, staffed with parishioners and others who have expertise in marketing and communications; together, will make periodic reports to the wardens and vestry
11. Manages the Communications budget

Skills and Requirements:

- Bachelor's degree or equivalent experience in technology, livestreaming, videography (including editing), photography, and social media
- Excellent knowledge and ability to use the following programs and platforms, which are currently utilized for communications purposes (or willingness/ability to learn): Squarespace, Mailchimp, YouTube, Canva, Microsoft Office, Google Workspace, Facebook, Instagram, X, Linktree, Affinity Suite and/or Adobe InDesign/Photoshop (*preferred*), OBS (*preferred*)

- Knowledge and experience in working in a church setting, especially the Episcopal Church; knowledge of other information related to the work of a church (*preferred*)
- Periodic background checks are required
- Must keep up to date on required diocesan Safe Church training
- Manages time and duties efficiently; ability to plan work and generate solutions to problems; meets deadlines in a timely fashion
- Excellent communication skills; able to work with volunteers, parishioners, clergy, staff, and visitors
- Ability to ask for help when needed
- Proven ability to work with others collaboratively; understands and appreciates the important of team work and mutual accountability
- Ability to handle conflict in constructive ways and keep people talking together and “at the table” even when disagreements arise
- Good sense of humor and a sincere appreciation for all kinds of people