



Job Opening: Director of Communications

St. Andrew's Episcopal Cathedral
305 E. Capitol St.
Jackson, Mississippi 39201
601.354.1535 | standrews.ms

Reports To: The Dean/Business Administrator
Hours: 8:30-4:30, M-T and 8:30-2:00 F
*Flexibility required to accommodate after hours events

Overview

The Director of Communications is responsible for developing, with St. Andrew's leadership, the branding and key messages for St. Andrew's Episcopal Cathedral, as well as their implementation in all internal and external communications of the parish. The Director of Communications supports all church ministries in their development of messaging and its execution in electronic, print, and broadcast media. The Director is also responsible for engaging and strategically deploying the Communications Committee.

Responsibilities

The Director of Communications will be responsible for:

- Coordination and production of regular publications, including: monthly printed newsletter, weekly email, weekly and special bulletins, weekly sleeve, annual reports, visitor and ministry brochures and posters, corner kiosk banners etc.
- Management of the parish website, including technical support and training for church staff
- Management of Realm and Ministry Scheduler Pro
- Development and deployment of various forms of electronic communication (email, social networking, and bulletin boards)
- Negotiating and coordinating design and printing of products produced outside the church
- Developing and implementing a media-based public relations plan, and acting as the church contact for the news media
- Coordinating efforts to advertise church activities, functions, and services
- Serving as a quality control check on all church communications products, including those produced by the individual ministry areas
- Work with the parish Evangelism Commission to strategically plan, improve, and implement St. Andrew's internal and external communications
- Developing a network of volunteer resources to assist in the publication process, in the areas of writing, editing, photography, video, illustration, Realm support, Ministry Scheduler support
- Coordination of special projects and duties as directed by The Dean

Required Qualifications

- Extensive knowledge of Adobe Creative Suite, Microsoft Office, Constant Contact, and Wordpress
- Creative eye, proven design skills, and the ability to work in a fast-paced cross-platform environment
- Ability and desire to learn emerging platforms
- Experience with social media platforms
- Desire to help others

Desired Qualifications

- Bachelor's degree in communications, graphic design, and/or related field (or equivalent experience)
- Knowledge of Realm and Ministry Scheduler Pro would be a plus
- 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
- Ability to work collaboratively with a wide range of people and levels of responsibility
- Photography and videography skills

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 Business Administrator Tom Williams (twilliams@standrews.ms) or [submit online here](#) We will review materials as they arrive but will respond only to qualified applicants. Thank you. We're already praying for you.