



St. James's

EPISCOPAL CHURCH + RICHMOND VA

Director of Communications

St. James's Episcopal Church, located in The Fan historic district in Richmond, Virginia, is seeking a person who feels called to serve full-time as Director of Communications to share in the ministry of our parish. The Director of Communications is responsible for working alongside our rector, clergy, staff, and lay leaders to tell our church community's story in the larger context of God's story and how this community is carrying out God's work.

The Director of Communications is primarily responsible for creating, managing, and leading day-to-day communications that are consistent with the brand identity and mission of the church in addition to larger campaigns throughout the year.

Principal Responsibilities:

- Develops the strategies for organizational communication, ensuring that all events, brochures, advertisements, announcements, etc. communicate the vision and mission of the church
- Collaborates with rector, staff, and ministry leaders to create clear and succinct communications
- Writes, edits, and oversees the design and production of all communications, including (but not limited to) publications, videos, directories, signage, brochures, reports, announcements, social media posts, newsletters, and all other collateral materials, including the proofing and production of all materials, ensuring that all are consistent with the branding identity and mission of the church and emphasizing points of connection where our members and newcomers may engage with us in ministry
- Regularly maintains the church's website and social media accounts, keeping them fresh, inviting, focused on the mission, and easy to access
- Designs and oversees the placement of signage around campus, reflecting events and seasons taking place as well as the church's mission and values
- Is regularly present a minimum of one Sunday a month, or as needed, or at other times to connect with members, to see our ministry in action, and to research current and future topics for publicity
- Visits with ministries on a regular basis to help them communicate within the context of the whole community
- Works collaboratively with staff and volunteer leaders to create campaigns that invite, attract, and welcome newcomers
- Communicates urgent/crisis updates to the church community in real-time
- Manage the two contracted employees who livestream services and special events, including setting their schedules and ensuring that services are recorded and uploaded to social media promptly
- Acts as St. James's photographer, capturing moments big and small around campus, ministry events, and church activities



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Qualifications and Key Skills

Bachelor's or higher degree in journalism, marketing, communications, or related field is desired

Three to five years' relevant experience in marketing and communications. Church communications experience is desired

Impeccable attention to detail and strong organizational skills

Exceptional written and verbal communication skills

Ability to work collaboratively with clergy, staff, and lay leaders to understand and meet objectives

Ability to manage multiple priorities and deadlines

Working knowledge of maintaining websites and ability to edit and make updates

Working knowledge of social media and the ability to implement, maintain, and monitor all social media sites

Ability to proof and manage the production of all materials to ensure that they are consistent with the branding identity

Creative eye for capturing visual content in photography

Basic design skills and familiarity with programs such as Adobe Suite and Canvas as well as Microsoft Office Suite

Availability and willingness to work at least one Sunday a month and occasional evening or weekend hours to interact and document worship and parish activities

This is a full-time position with competitive compensation and full benefits, including health insurance and contributions to the lay defined contribution plan through the Church Pension Group. Please send a cover letter to introduce yourself along with a resume and any other supporting materials to

The Rev. Penny Nash
Interim Rector
pnash@doers.org