



**Job Title:** Director of Communications and Member Incorporation

**Reports to:** The Rector

**Employment Classification:** Full-Time

**Average Hours Per Week:** 40

**Employment Status:** Regular, Exempt

**Summary of Position:**

The Director of Communication and Member Incorporation will create, organize, plan and implement effective communications messages and strategies to church and community audiences. Additionally this staff member will work with the clergy and Parish Administrator to provide the process and volunteers necessary to welcome, engage and incorporate new members into the life of the parish.

**Essential Duties and Responsibilities:**

- Oversees the design and production of all print and web communications, including parish emails, the Chimes magazine, stewardship materials and annual reports.
- Solicits and edits content that helps our church community best tell its story, keeping key audiences in mind.
- Manages parish website, ensuring its maintenance, design and content are up-to-date. Analyzes traffic patterns and adjusts web strategies as needed.
- Coordinates, reviews and maintains content for all social media channels.
- Oversees the maintenance of graphic resources, including photo library and logos. Coordinates photography of parish events with volunteers. Maintains visual identity standards across all print, web and social media communications.
- Recruits and coordinates with a Communications Committee to build a sustainable vision for communications
- Provides oversight, direction and support for all efforts with Welcoming & Evangelism.
- Initiates a ministry which integrates the transformational aspects of the Invite Welcome Connect or some similar program. <http://www.invitewelcomeconnect.com/>
- Recruits, trains, supports volunteers for the implementation of our welcoming ministries.
- Attends worship on Sunday morning
- Coordinates special projects and duties as directed
- Other duties as assigned by the Rector

**Qualifications:**

- Bachelor's degree in communications, graphic design, and/or related field (or equivalent experience)
- Knowledge of Adobe Creative Suite, Microsoft Office, and other current electronic publishing tools
- Familiarity with or willingness to learn skills necessary to operate office printing machine
- Creative eye and proven design skills
- Ability to do self-directed work in a fast-paced, cross-platform environment, and to meet deadlines
- 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
- Ability to speak to various groups about the mission, vision, and communications strategy of St. Paul's
- Familiarity with or willingness to learn the beliefs, practices, and vocabulary of The Episcopal Church
- Familiarity with A/V equipment

**Work Environment:**

- Requires reasonable office hours, including attendance at Sunday worship and special events
- Includes being able to work with other office staff, clergy and members of the church
- Includes being able to work independently as well as, on occasion, remotely
- Must be able to sit for long periods as well as lift up to 20 pounds (reams of paper, boxes of finished publications, etc.)

305 West Seventh Street Chattanooga, TN 37402

Phone 423.266.8195 Fax 423.265.8195

[www.stpaulschatt.org](http://www.stpaulschatt.org)