**Episcopal Church of the Good Shepherd**

**Director of Communications**

**Full/Part Time; Exempt/Non-exempt: Full Time, Exempt**

**Reports To: Senior Associate**

**OVERVIEW**

The Director of Communications conceptualizes and facilitates all aspects of external and internal communications and manages staff communications and related processes. The Director of Communication reports to the Senior Associate and works with ministries across two campuses to create a cohesive communication vision and strategy through all materials and channels.

**RESPONSIBILITIES**

* Supervise and support overall communication strategy for Good Shepherd’s organizations
* Manage development, distribution and maintenance of all print and digital collateral including, but not limited to, newsletters, posters, report, specialty pieces, e-newsletters and Good Shepherd’s website
* Determine and manage the communications budget, including credit card charge maintenance/management
* Mentor and lead team members responsible for design and social media (1 full time Creative Director and 1 part time Social Media Manager)
* Coordinate webpage maintenance—ensure that new and consistent information is posted regularly
* Track and measure the level of engagement of all communication channels
* Develop and maintain internal communications procedures
* Determine communications tools and programs that will increase efficiencies and help align expectations for staff and parishioners

**AT-WILL EMPLOYMENT**

* Your employment with The Episcopal Church of the Good Shepherd is a voluntary one and subject to termination at will, with or without cause, and with or without notice, at any time. Nothing in the employment policies, job description, or offer of employment shall be interpreted to be in conflict with or to eliminate or modify in any way the employment-at-will status of The Episcopal Church of the Good Shepherd employees.
* This policy of employment-at-will may not be modified by any officer or employee and shall not be modified in any publication or document. The only exception to this policy is a written employment agreement approved at the discretion of the Sr. Warden or Board of Directors (vestry), whichever is applicable.

**Other Duties:**

* Duties, responsibilities, and activities may change at any time with or without notice

**Signatures:**

Manager/Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_

HR \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_

Employee signature below constitutes employee’s understanding of the requirements, essential functions, and duties of the position.

Employee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_