

The Episcopal Diocese of Texas Job Description

Job Title: Communications Director

Division: Communications/Program Group

Reports to: Canon to the Ordinary / Chief Operating Officer

FLSA Status: Exempt

GENERAL SUMMARY

Founded in 1838, the Episcopal Diocese of Texas serves over 150 churches across 57 counties in Texas. Headquartered in downtown Houston, we are seeking a Communications Director to adapt our communications strategy to meet current needs. Reporting to Canon to the Ordinary / Chief Operating Officer, this position is responsible for providing significant assistance to the Executive Team to develop and implement strategies for the Episcopal Diocese of Texas. The Director of Communications is responsible for advancing and ensuring that the diocesan vision, mission, and ministry is positioned, communicated and disseminated both internally and externally. This position will be responsible for developing and managing marketing and communications efforts across multiple platforms, including social media and the web. This position is also responsible for coaching and teaching communications skills to congregations and diocesan staff.

Essential Functions and Responsibilities

- Lead engaged, creative team committed to the diocesan vision to carry out the communication plan, using objective-based communications.
 - Coach diocesan staff to be an extension of the Communications group, teaching them skills to create connect/persuade/action messages for key groups.
 - Engage and manage outside contractors to carry out communications work.
 - Create and oversee editorial calendar.
 - Establish and utilize relationships with media to enhance coverage of Episcopal interests. Speak to media on behalf of the Bishop's office
 - Support and resource marketing and communications efforts for congregations, diocesan schools and institutions.
 - Expand access and use of diocesan communications to public and members of diocese.
 - Oversee website, video production, social media and other tools and processes to serve diocesan communication objectives
 - Supervisory responsibility
 - Perform all other duties as assigned,
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Education and Training

- Bachelor's in marketing, communications, journalism, or other related field

Qualifications required

- Minimum years in field previous to employment: ten
- Knowledge of broad range of communications media, including print, electronic and video production; social media
- Excellent writing ability, verbal and presentation skills
- Experience implementing marketing and communication plans
- Experience managing third party vendors such as branding public relations and web design firms
- Excellent skills in MS Word, Adobe Creative Suites, photograph and video production.

Qualifications desired

- Commitment to Jesus Christ as Lord and vision of his work as the service of building the Kingdom of God
- Commitment to Diocesan Mission and Staff Core Values (Professionalism, Joy, Bridge-building, Humility, Integrity, and Creativity)
- Understanding of diocesan vision

Physical demands and work environment: The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions.

- Physical demands: While performing the duties of this job, the employee is often required to walk, sit, use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms, talk and hear. Employees must occasionally lift and /or move up to 15 pounds. Specific vision abilities required by the job include close visions, distance visions, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Work environment: while performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually moderate.

How to Apply

Please e-mail resume and cover letter to: zturnbull@epicenter.org