

# Communications Manager

*Job Posting*  
March 2019

St. Martin's Episcopal Church in Houston, TX is currently seeking a full-time Communications Manager. This role will support the Church by developing, managing and coordinating cohesive, consistent communications strategies and tactics that support programs and initiatives through the website, social media, print, promotions, design, video, and media relations. He or she must be committed to the Mission and Core Values of St. Martin's Episcopal Church.

We're seeking a conservative individual with a forward-thinking attitude and fresh perspective towards creating and implementing a communications program encompassing traditional, digital and social media; managing media relations activities, special projects, and a Communications staff. This position reports to the Vice-Rector at St. Martin's.

## Tasks & Responsibilities

- Organizes workflow and ensures that employees understand their duties or delegated tasks.
- Enforce branding guidelines and standards in all church communications.
- Collaborate with Consultant in writing, publishing and managing all website content; ensure working links throughout website.
- Responsible for managing, monitoring, and expanding social media presence.
- Responsible for production of the weekly Worship Booklet, funeral booklets, and publicity for all ministries and events.
- Manages special projects from development through implementation.
- Assist new Clergy/program staff in planning of publicity for major events.
- Responsible for storyboarding, production, and post production.
- Supervise and direct Communications staff including performance management and employee development.
- Collaborate with Consultant on media relations activities and send out press releases as appropriate; act as spokesperson when approved. Field media inquiries and vet/manage interview requests to the company.
- Collaborate with Consultant on reactive media relations, as needed, including crisis and reputation management.
- Manage Communications budget to ensure best use of resources.
- Develop a deep understanding of St. Martin's and its ministries.

## Qualifications

Bachelor's degree in Communications or Marketing required, 7-10 years of relevant work experience preferred. At least 2 years' experience leading a team, mentoring and coaching subordinates required. Non-profit experience preferred. This individual will be a proven communications leader and strategic thinker.

Key competencies required for the position include:

- Strong writer across a broad spectrum of assignments and contexts.
- Excellent writing, editing and proofreading skills.
- Proven ability to cultivate relationships with and advise stakeholders with disparate views, and with appropriate level of confidentiality when required.
- Experience with public affairs issues management.
- Experience leading and achieving results in a collaborative work environment.

- Works collaboratively with and carefully balances demands on team.
- Current on trends in content development/management, and social media outreach.
- Proactive, reliable, responsible and accurate with attention to detail.
- Strong computer skills include the Microsoft Office suite (Word, Excel, PowerPoint).
- InDesign and Photoshop skills preferred.
- Willingness to learn printing machines.

Applicants selected to interview will be asked to provide a portfolio, and a timed writing assessment will be administered to evaluate writing skills.