



**St. Thomas**  
Episcopal Church  
CHESAPEAKE, VIRGINIA

## **Position Description: Director of Communications**

St. Thomas Episcopal Church in Chesapeake, Virginia is a dynamic Christian Faith Community, within the Episcopal Diocese of Southern Virginia. We are a growing congregation that seeks to cultivate and spread God's love and God's word in Christ. Everyone is welcome! We seek to be faithful witnesses to the unfailing love of God and to be a place where diversity is accepted, and where people of all backgrounds are welcomed.

The Director of Communications is a part-time position working 28 hours per week that provides administrative support by developing, executing, and monitoring communication strategies among parish staff, ministries, parishioners, and external partners. This position is expected to work Monday through Thursday with occasional evenings, special events, and Sundays, as needed. Salary is \$24 per hour.

As with all parish roles, this is a confidential position requiring a high degree of discretion, organizational planning, and performance of high-level administrative duties that require self-initiative, knowledge, judgment, and tact.

This position reports directly to the Rector.

### **DUTIES/RESPONSIBILITIES:**

- Design, create, and distribute information regarding parish events and activities as well as promotional materials for a variety of parish needs. Material may include bulletins, posters, flyers, signage, printed material for the pews, emails, as well as digital media such as the parish website, videos, live stream, social media posts, etc.
- Maintain the Constant Contact email database.
- Promote and maintain a welcoming environment for all who interact with the parish office – when answering incoming phone calls, receiving in-person guests, and meeting with parishioners
- Support church ministries and committees
- Provide support and act as a backup to the Parish Administrator as needed
- Other duties as assigned

### **REQUIRED QUALIFICATIONS:**

- Demonstrated ability to communicate effectively orally and in writing with diverse internal and external customers with accuracy in spelling, grammar, and punctuation
- Knowledge of effective customer service and problem-solving techniques
- Ability to prioritize work and adapt to changing priorities
- Strong attention to detail
- Demonstrated ability to collaborate and interact with a variety of stakeholders
- Demonstrated proficiency and skill with PC-based software including word processing, databases, presentation applications, spreadsheets, design tools, social media, and CRM platforms
- Ability to think critically and analytically
- Exceptional time management skills

- Ability to maintain confidentiality
- Ability to maintain an Easter attitude
- Ability to lift over 25 lbs. and climb stairs

PREFERRED QUALIFICATIONS:

- Knowledge of Episcopal liturgy
- Safe Church trained
- Experience with project management