



Job Description **Communications Manager**

Reports To: Director of Operations (Interim: Assistant to the Director of Operations)

Position Status: Part-Time, Non-Exempt

Position Pay Range: \$25,000 - \$30,000 annually, based on a 20-hour work week

Location: Austin, TX (must be based in Austin, but there is flexibility to work remotely)

Position Summary:

The primary purpose of this position is to lead the development and execution of our public communications. This includes managing the internal communication processes and working closely with the various ministry leaders to communicate consistent, clear, and meaningful information that cultivates community engagement and Christian imagination. This position will work closely with the executive leadership staff to align communication strategies with missional strategy.

Position Responsibilities and Duties:

- Design and manage overall weekly communication plan in collaboration with entire staff
- Develop, edit, and direct creative execution of regular and periodic messaging through primary communication channels (email, website, event registrations, Sunday announcements)
- Manage Christ Church website (Wordpress)
- Project manage digital and print media projects, interfacing with other staff as well as outside partners in design and print media
- Maintain and manage design contractor relationships
- Manage internal communication processes and workflow improvements for effective communication operations for parish communication
- Manage and triage external communication requests (from other organizations and individuals)
- Directs administrative staff in editorial execution of recurring communications
- Manage major communications initiatives with executive leadership team

Skills

- Strong verbal and written communication skills. Manager will need to have strong editorial skills to ensure the right tone of voice, representing Christ Church's values with excellence.
- Strong creative editorial skills to ensure all language and imagery embody Christ Church's brand voice and values. Experience in graphic design, creative direction, and communications is highly valued.
- Proficient in managing projects, working in a highly collaborative fashion with other team members, internally and externally.
- Familiarity with managing digital communications platforms; social media, website, YouTube, and mass-mailing platforms.
- Graphic design skills highly desired. Need proficient skills in Adobe InDesign, Photoshop, Illustrator. Familiarity with basic video editing is also preferred. Minor in-house design projects make up about 20% of the job. Most other design projects will be through design contractors.
- Familiarity with the language/tone throughout the church calendar desired. This can be learned on the job if newer to the Anglican context. Must demonstrate a learning posture and competency in the appropriate communication aesthetics for liturgical events.

Qualifications

- The candidate will embrace the following Christ Church leadership values, expected of all staff and vestry: catalytic, fun-loving, hard-working, perpetually learning, relational, risk-taking.
- Maintains a lifestyle of high Christian character, both personally and professionally.
- Desire to take full ownership of assigned projects and can work independently.
- Ability to align, prioritize and coordinate workflow, using time wisely.
- Commitment to good interpersonal relationships and teamwork.