



Director of Communications

Calvary Episcopal Church Memphis, Tennessee

PARISH DESCRIPTION

Calvary Episcopal Church is a vibrant, thoughtful community that has been committed to making God's love visible in downtown Memphis since 1832. At Calvary, you'll find people from all walks of life who seek to live out the commandment to love God with heart, soul, mind, and strength, along with loving your neighbor as yourself. We are known for our strong worship, formation, and service to others.

POSITION DESCRIPTION

The Director of Communications tells Calvary's story. This person leads all internal and external communications and marketing, stewards the Calvary brand, and helps clergy, staff, and lay leaders share the life of the parish clearly and consistently with members, newcomers, neighbors, and the wider city.

The role includes regular Sunday mornings, some evenings, and major feast days, including Christmas and Holy Week. The director reports to the rector.

PRIMARY RESPONSIBILITIES

- Advise and support staff, volunteers, and groups on communications strategies and best practices for internal and external audiences.
- Prepare and manage the printing and delivery for Calvary's quarterly news magazine, *The Chronicle*.
- Design and print posters, brochures, handouts, and signage for special events at Calvary.
- Format worship service sheets for Sundays and other special services.
- Prepare and send Calvary's weekly email newsletter, the *e-Pistle*, and other special e-news alerts as requested by clergy and lay leaders.
- Manage and update Calvary's website and social media pages, posting, monitoring, and responding to comments.
- Act as media contact for the parish, preparing press releases as needed.

- Manage audiovisual and sound technicians and equipment, as well as any contract photography/videography.
- Manage communications and advertising budget, including online and print ads.
- Take part in the overall work and ministry of the Calvary staff.

QUALIFICATIONS & GIFTS

- Bachelor's degree or higher
- Professional experience in marketing, communications, and/or graphic design. Experience in church communications preferred.
- Proficiency in Microsoft Word and Excel; Adobe Creative Cloud, including InDesign and Photoshop; MailChimp; WordPress; and Realm.
- Video editing and livestream experience a plus.
- Emotionally grounded, self-motivated, organized professional with excellent writing, editing, and planning skills.

SALARY & BENEFITS

- Full-time salary commensurate with skills and experience.
- Four weeks (including up to four Sundays) paid vacation, one week continuing education plus allowance.
- Insurance and pension benefits provided in line with the Church Pension Group and Calvary's Employee Handbook.

SUBMISSION REQUIREMENTS

Please submit cover letter and resume to the Rev. Scott Walters, rector, at swalters@calvarymemphis.org