



THE EPISCOPAL CHURCH IN SOUTH CAROLINA

Diocesan Director of Communications

Part-time, 20-25 hours per week with flexible hours and ability for some work to be done from home.

Job Description

Under direction of the Bishop, the Diocesan Director of Communications plans and leads all aspects of communication for The Episcopal Church in South Carolina. The Director of Communications provides and supports communications for the Diocese and its Bishop, clergy and lay leadership, and supports communication efforts by staff and volunteers in all congregations of the Diocese.

Responsibilities include:

- Attend regular meetings with Bishop and Staff
- Coordinate and implement Marketing and Communication Plan in consultation with Rawle Murdy
- Graphic design and content of all Diocesan printed materials, including diocesan liturgies, brochures, fliers, posters, etc.
- Maintain and update the diocesan website
- Maintain and post articles on the website news blog
- Produce a weekly Diocesan Newsletter email – design, content, production and list management
- Write news releases and feature articles on events in the diocese and disseminate to relevant media outlets, both local and regional/national, including Episcopal News Service
- Design and implement advertising, online & print
- Monitor, maintain, and post regularly on the diocesan Facebook page and Instagram account
- Attend diocesan events and provide reports & photos via Facebook, website, email newsletter, etc.
- Be responsible for inquiries and contacts with all local, regional and national news media. Monitor news outlets, blogs, etc. for mentions of our diocese and topics of relevance in TECSC. Assist media representatives who are covering diocesan events.
- Keep up with news (emails, Facebook posts, etc) from 30 parishes and missions and share their news more widely as indicated
- Encourage and provide resources for communications from each congregation, including assistance and training

- Maintain and implement communications networks within the diocese (clergy, points of contact, etc.) in addition to the diocesan newsletter
- Monitor communications from The Episcopal Church and disseminate within the diocese
- Coordinate with the Presiding Bishop's Public Affairs office as needed on matters of churchwide interest
- During the triennial General Convention of The Episcopal Church, coordinate daily communication from the Bishop and TECSC deputies before, during and after General Convention
- Attend professional conferences such as Episcopal Communicators
- Some travel within and outside the Diocese for events and conferences, approximately 15-20 days per year
- Other duties as may be assigned.

Education and skills:

- Excellent written and verbal communication skills.
- Organizational skills and multitasking; must be able to meet multiple deadlines.
- Able to work independently while also thriving in a team-oriented environment.
- College graduate – degree in marketing or journalism preferred
- 3 years of experience as a communications director, or parallel experience in non-profit, health care or education fields
- Experience with news and social media
- Familiarity with the Episcopal Church governance, liturgy, history, etc. (or a similar liturgical/hierarchical church structure)
- Skilled in the use of Microsoft Word, Microsoft Publisher (or similar), email platforms such as MailChimp or Constant Contact, website tools such as Weebly or similar, Facebook and Instagram
- Photography and graphic arts skills

Applications

Apply with a resume and cover letter to Bishop Skip Adams, bpadams@episcopalchurchsc.org.



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episcopalchurchsc.org