



SEEKING AND SERVING CHRIST IN ALL PERSONS

Position Open: Director of Communications

Episcopal Church of the Transfiguration seeks a gifted communicator to serve as Director of Communications (DC). The DC coordinates efforts to communicate the mission and ministry of Transfiguration to existing and prospective members, as well as the wider region. This role is equal parts creative, strategic, and administrative, as we seek to tell the story of our faith and our congregation in a compelling way to diverse audiences. The DC collaborates with the Rector on communication strategy and vision, writes copy, produces digital content, manages the department budget, coordinates contract graphic designers and printers, recruits volunteers to serve as writers and photo/videographers, and oversees the production of all promotional materials. The DC reports directly to the Rector and also works closely with a wider church staff of a dozen ordained and non-ordained ministers, and administrators.

Transfiguration is a dynamic church of nearly 1,400 members founded in north Dallas in 1956. The mission of Transfiguration is to seek and serve Christ in all persons, which it does through reverent worship, compassionate service, formative education, and sacrificial stewardship. We hope our next DC will help us share our story with a spiritually hungry metroplex.

Responsibilities

- During COVID-19, produces a video of the weekly worship service, as well as additional video content for staff and ministries to connect with parishioners
- Collaborates with clergy and music staff to create and produce beautiful, hospitable materials for worship, including service bulletins and announcements
- Manages digital communication, including website, weekly emailed announcements, and hallway screens
- Oversees the production of all forms of traditional communication including interior and exterior signage, posters, hallway photos, brochures, and a quarterly magazine
- Directs social media presence, including deployment of advertising/promotion
- Collaborates with staff to publicize Transfiguration more broadly to greater DFW
- Supports ministries and lay leaders to serve their communications needs
- Manages team of contract and volunteer graphic, videography, and web designers

*** Upon hire, the DC will coordinate with the Rector to determine part-time support role needs, which may be an A/V specialist to assist with video production, or may be someone who would help with basic weekly communication tasks.*

Qualifications

- Bachelor's degree, with a preference for candidates with degree work in communications, public relations, or journalism
- Experience with video production; preference for candidates who are skilled with video production software
- Experience writing and editing published or critically-examined material
- Experience with public relations, journalism, and/or development
- Proficiency with Adobe Creative Suite
- Experience in strategic online marketing

Skills and Characteristics

- Familiar with Christian religious language, with preference for candidates familiar with Episcopal liturgy and traditions
- Skill at conveying information clearly and thoughtfully
- Good eye for compelling images, video, and branding
- Adept at editing the writing of others in such a way as to preserve their voice
- Comfortable with a busy congregational life, which necessitates managing multiple, simultaneous projects
- Thrives in a team environment
- Flexibility, sense of humor, and palpable joy

Salary and Benefits

- Compensation commensurate with skill and experience, with a salary range beginning at \$60,000
- Individual healthcare according to standards set by the Episcopal Church and the Diocese of Dallas
- Four weeks paid vacation
- One week paid continuing education time
- One week paid sick leave
- Twelve weeks paid maternity leave, or four weeks paid paternity leave, in the event of birth or adoption of a child
- Standard contributions to the Church Pension Fund

Candidates are invited to submit a cover letter describing your interest in and suitability for the position, resume (including three references), and digital portfolio of relevant materials (design, video, publications) to the Rector, the Rev. R. Casey Shobe, at cshobe@transfiguration.net, by Friday, July 31.

Phone/Zoom interviews will occur throughout July and early August, in-person interviews will occur in August, and a hire will be made by the end of August.