



St. Stephen's Episcopal Church

Director of Communications Job Description

St. Stephen's Church is a dynamic, innovative, and diverse parish, one of the largest in the Episcopal Church with six Sunday services and an average weekly in-person worship attendance of 780, with 350 more joining online. But our life and ministry extend far beyond our sanctuary. Our mission is to be a community of hospitality, healing, and hope, sharing the love of Christ. We embody this mission through formation and outreach programs for all ages, twice-weekly parish suppers, health and wellness classes, contemplative ministries, community events, and more. On our campus, we house a café, an award-winning Saturday morning farmers market, an independent preschool, a retail gift shop, and a food pantry.

We are seeking a Director of Communications to help weave together the narrative of our shared life and ministry, and to tell the story of what God is doing in this place. The director will work as part of a senior leadership team, reporting to the rector, and will also work closely with the vicar (senior associate/chief of staff), the communications associate/videographer, and other staff members.

This position is full-time. The salary range is \$75,000 - \$85,000, commensurate with experience. Health insurance is provided, with an employee contribution of 10 percent of the annual premium for individual coverage, 20 percent of the premium for spousal (or plus one) coverage, and 30 percent of the premium for family coverage. The employee is responsible for 100 percent of the premium for dental coverage. These rates are calculated using the PPO 80 plan as a "base plan" for medical insurance. For more premium plans, employees incur additional costs each month, and for high-deductible plans, employees receive money from the church toward their health savings accounts.

The church participates in the lay employee retirement program offered by the Church Pension Group. St. Stephen's will automatically contribute five percent toward the retirement savings program and will match up to an additional four percent, for a total potential contribution of nine percent. Other benefits include annual paid leave and a continuing education allowance.

Competitive candidates will have a bachelor's degree in English, journalism, communications or media studies, or a related field, with at least five years of relevant experience. They should demonstrate skill in writing and editing, digital media production, and project and content management. Proficiency in Adobe Creative Suite (InDesign, PhotoShop, Acrobat, Illustrator), WordPress, and Constant Contact is desirable, as well as familiarity with AP Style. Candidates should be able to work creatively and independently, while also collaborating with a team to share in meaningful work in a complex and dynamic organization.

Duties include the following, in conjunction with other duties as assigned.

1. Lead communications planning and strategy
 - a. Work with staff, parish leaders, and ministry groups on communications strategy, tools, best practices, project management, and planning.
 - b. Develop and maintain communications budget and work with vendors such as printers, sign companies, web developers/host, graphic designers, etc.
 - c. Maintain St. Stephen's graphic identity and editorial tone and style on all communications.
 - d. Work with local, diocesan, and churchwide media to place stories about St. Stephen's, and serve as primary contact for media inquiries.
 - e. Produce and place paid media as needed.
2. Manage the electronic media of St. Stephen's (website, social media, video/streaming)
 - a. In collaboration with communications associate, manage website by writing new copy, updating existing content, selecting and rotating photos, etc.
 - b. Oversee writing, editing, and design of several electronic newsletters, in coordination with other staff teams.
 - c. Plan, update, and maintain social media channels.
 - d. Collaborate with staff videographer/communications associate on video communications, audio recording, and other digital media content.
 - e. With communications associate, photograph parish events for print and electronic media, hiring freelance photographers as needed.
3. Oversee print publications and signage
 - a. Write, edit, and design weekly print newsletter, *The Spirit*.
 - b. Plan, write and edit annual report and semi-annual impact report, working with other staff and with freelance graphic designer as needed.
 - c. Edit and format weekly service bulletins (they are compiled by other staff) and assist in the creation of wedding and funeral bulletins as needed.
 - d. Design and produce specialized seasonal/ministry print materials (brochures, flyers, etc.), including for annual giving campaign, Advent/Lenten programs, musical offerings, the Women of St. Stephen's annual events, and others.
 - e. Maintain key literature racks/kiosks and television screens; produce in-house signage and work with vendors on complex signs or banners.
4. Share in staff teamwork, planning and development
 - a. Participate in weekly liturgy and staff meetings with larger staff teams, and in weekly departmental meetings to shape workflow and collaboration.
 - b. Share in monthly program staff meetings and seasonal planning retreats. Serve as a liaison to one or two ministry committees as assigned.
 - c. Pursue professional development opportunities and participate in colleague groups and associations as desired for mutual support and learning.

Applicants should submit a resume, cover letter, and list of references by June 24, 2026 to Mary Feldman, Executive Assistant, at mfeldman@ststephensrva.org. Additional materials such as writing samples, print publications, or digital media examples, are welcomed.