PALMER MEMORIAL
EPISCOPAL CHURCH
HOUSTON, TEXAS

Position: Director of Communications
Location: Palmer Memorial Episcopal Church, Houston, TX
Status: Part-time exempt (not to exceed 29 hours per week)
Reports to: Director of Parish Life

Summary: The Director of Communications exercises oversight over internal and external communications at Palmer Memorial Episcopal Church. Working collaboratively across ministries, the Director of Communications ensures the creation and dispersal of consistent, timely, and mission-aligned messaging. The position supports clergy, staff, and lay leaders in crafting clear communication materials and producing high-quality written and visual content. Additionally, the Director of Communications ensures that across all channels of communication, the mission of the parish is communicated with clarity, creativity, and theological integrity.

Primary Responsibilities

- Develop and execute an integrated communications strategy for Palmer Memorial Episcopal Church, ensuring appropriate communication vehicles are coordinated and used to effectively communicate the mission, vision, and values of the parish
- Work collaboratively with staff members to ensure that the communications needs of the parish are being met and brand standards upheld in all published, printed, and digital content
- Convene and engage the Communications Council, comprised of parishioners with a passion and aptitude for various elements of Palmer communications
- Manage the creation, development, and editing of weekly service bulletins
- Assist in writing and editing content for newsletters, website, bulletins, and other print and digital materials
- Manage and update the church website, ensuring accuracy, accessibility, and up-to-date content
- Take the lead in planning content for social media platforms in order to engage parishioners and reach new audiences
- Manage and exercise oversight over Audio-Visual equipment and technicians
- Assist in communication needs for major liturgical seasons, parish events, stewardship campaigns, and fundraising initiatives
- Lead initiatives in developing outward-facing ads and promotional materials

Required Qualifications

- Bachelor's degree in Communications, Marketing, or a related field
- At least 3–5 years of professional experience in communications, marketing, or a related experience

- Strong understanding of digital communications and social media best practices
- Experience working in a church, nonprofit, or faith-based organization
- Familiarity with the Episcopal Church's structure, theology, and worship life
- Basic graphic design skills and ability to work with tools such as Adobe Creative Suite, Canva, etc.

Personal & Professional Qualities

- Appreciation for and alignment with the mission and values of the Episcopal Church
- Collaborative, pastoral, and service-oriented approach
- Strong organizational skills and attention to detail
- Ability to manage multiple projects and deadlines with grace and flexibility