

**PARK STREET CHURCH
DIRECTOR OF COMMUNICATIONS
JOB DESCRIPTION**

OVERVIEW

Park Street Church (“PSC”), founded in 1809, is a large thriving church in downtown Boston, with a membership of 900 and about 30 staff members. We are a diverse community of people whose mission is to make disciples of Jesus who become like him together. We believe and are united by the good news that Jesus is Lord. Our common life together is fueled by the joy that God has been so good to sinful and broken people like us, bringing us forgiveness, healing, and salvation—new life! Our response to God’s gift is to follow Jesus on the way of the cross, the way of love. This means that our life together—embodied in nine Regional Fellowships—consists of growing in loving God, loving one another, and loving our neighbors, and we regularly feed upon the word of God, the Bible, to inform and guide us in this way of love. We are committed to life-giving biblical proclamation, to transformative relationships with one another across the diverse generations and ethnicities that are found in our community, and to faithful worship of the triune God. Our mission and life are shaped by our location in the heart of the city of Boston and by a longtime passion for mission across the world.

Our staff are committed to serving one another as we serve Christ and to growing to greater maturity in Jesus. We meet weekly for a time of prayer and engagement in the Scripture. In our teammates we value godliness, collaboration, excellence, courage, and a commitment to healthy relationships.

The Director of Communications will help us to pursue our mission of making disciples who become like Jesus together by directing and managing the production of communications media of all kinds: website, social media, video media, podcast material, and printed material. This is a full-time position.

ACCOUNTABILITY

The Director of Communications reports to the Church Administrator. The Director of Communications will work with many different members of our staff and will play a key role on our team, ensuring that we communicate digitally and in print in a manner that faithfully reflects our vision and our heart.

SUPERVISION

The Director of Communications will supervise volunteers and contract help as available to produce the church’s communications media and material.

RESPONSIBILITIES

- Production of content, design and ongoing maintenance of the PSC website and its related collateral sites, ensuring accuracy, and consistency with PSC’s vision, ethos and branding.
- Works closely with senior staff on developing communication strategy, tactics and timing.
- Coordination, production and quality monitoring of print and digital media in close cooperation with the staff.

- Design and production of video and podcast media for electronic distribution.
- Production of photographic media.
- Oversight of social media postings, SEO/Google Analytics.
- Understanding and contributing to PSC’s communications strategy and audience targeting techniques; maintaining consistency regarding Park Street Church’s “brand image”.
- Troubleshooting technical glitches and disconnects.
- Coordinating other special projects and performing other duties as may be suitable.

REQUIREMENTS

- Related work experience of at least three years.
- Signify agreement with Park Street Church’s Covenant of Faith and Confession of Faith and all church policies.
- Become a member of the church as soon as possible within the first year of service and to be vitally involved in the life and ministry of the church.
- Participation in staff meetings and some personal development activities is expected.

QUALIFICATIONS & CHARACTERISTICS

Faith

- A mature Christian faith and an enthusiastic willingness to serve Christ and His church.

Personal

- Reliable and responsible
- Strong people skills and writing and editing skills
- Ability to build and lead a team of staff and volunteers
- Attention to detail and accuracy
- Self-starter, internally motivated, good intuition
- Good listening skills
- Patience and perseverance

Administrative/Technical

- Demonstrated experience in website and electronic media design and development.
- Advanced technical skills including familiarity with design software, WordPress, Adobe Creative Suite, Office 365 and other packages.
- Professional level photography skills.
- Ability to plan, organize and multitask in a deadline intensive environment.
- Excellent oral and written communications skills.

(revised Apr 2024)