



CALVARY

EPISCOPAL CHURCH

COMMUNICATIONS MANAGER MINISTRY DESCRIPTION

Do you have a passion for creativity, storytelling & faith?

Calvary Episcopal Church, a rapidly growing faith community in historic downtown Bastrop, Texas, is searching for a talented Communications Manager to join our team. This role offers the opportunity to creatively share our story with the parish and wider community, overseeing all print and digital communications, and contributing to the daily operations of the church. [Learn more about Calvary](#) and [our charming community](#).

What You'll Do:

- Craft compelling messages that showcase Calvary's mission and ministries through exceptional writing skills.
- Oversee all aspects of communication, from print materials like bulletins and annual reports to managing our website and engaging social media channels.
- Develop a consistent visual identity for Calvary across all platforms, ensuring brand standards are met.
- Work collaboratively with the Rector and other staff members to achieve communication goals.

You Are a Perfect Fit If You Have:

- A knack for storytelling and a strong command of the written word.
- Proficiency in design and communications software like Canva, InDesign, Google Workspace, social media platforms and SEO.
- The ability to thrive in a fast-paced environment, manage multiple projects, and meet deadlines.
- A keen eye for design and a willingness to learn new skills.
- A commitment to Christian values and a desire to serve a faith-based organization.
- Familiarity with the Episcopal Church is a plus, but a willingness to learn is highly valued.

Bonus Points For:

- Experience working in a church or ministry setting.
- A bachelor's degree in communications, marketing, or a related field.
- A sense of humor – we like to have fun around here!

Compensation

The Communications Manager is a part-time employee and is expected to work 20 hours per week. The work can be done remotely and at the hours of your choosing as long as goals and deadlines are met. More hours may be required in preparation for Christmas, Easter, and special events while fewer hours may be necessary during slower times.

This is a contract position with a contract rate of \$30/hour or \$30,200/year

Ready to Join Our Team?

Submit your resume, cover letter, and samples of design and copy to calvarydiscernment@cecbastrop.org.

Calvary Episcopal Church is an equal opportunity employer and encourages applications from all qualified individuals.