



## Director of Communications

Brown Memorial Park Avenue Presbyterian Church (USA), a thriving, progressive community of faith in the heart of Baltimore City, is seeking its next Director of Communications. More than 150 years old, Brown Memorial is highly respected and widely recognized for its inspiring preaching, magnificent music, committed community engagement and diverse, inclusive congregation.

We are looking for someone to help us share our mission and message with our membership and the wider community with innovative, energetic communications. If you are looking to make a real difference in the work you do—and find our goals and yours a match—Brown Memorial may be the challenge you seek.

### As Communications Director at Brown Memorial, you'll need:

- Proven communication and marketing skills
- Proficiency in social media
- Excellent people skills
- Strong writing and speaking skills
- Experience managing website content
- Proficiency in basic graphic design skills and with programs such as Adobe Creative Suite and/or Canva
- The ability to think creatively, while also understanding the big picture
- The ability to work both independently and collaboratively with staff and volunteers.

### Major responsibilities:

*The responsibilities listed below reflect the current vision for this position. The gifts and talents of the successful candidate may affect the final set of responsibilities:*

- In collaboration with the Communication Committee, develop and implement the Annual Communication Plan
- Assist the Communication and Stewardship Committees with the annual fundraising campaign
- Manage and edit all print and electronic communications, including newsletters
- Manage and edit the church's website, updating regularly
- Stay abreast of social media trends, manage and expand our social media content and advertising
- Organize, edit and design the Annual Report
- Create tools to improve communications with all virtual attendees
- Coordinate and capture photo and/or video of church community activities/events/speakers as needed to support communication efforts
- Develop and manage the annual communications budget.

**Education required:** Bachelor's degree

**Experience desired:**

*The successful candidate will have many of the attributes and skills listed, and we recognize that the depth of experience in each area will vary.*

This position is part-time, 25 hours per week. We require a minimum of 3-5 years related experience. The salary for this part-time position is \$27,500 to \$32,500, commensurate with experience and abilities. A generous benefit package is also available and includes contributions toward health insurance and a retirement plan, paid sick leave and personal time off.

**Physical Demands/Requirements:**

Normal office environment, requiring: sitting for prolonged periods of time, filing, light package lifting, and repetitive keyboard use. Physical requirements to be met with or without reasonable accommodation.

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**To apply for this position, please submit a cover letter and resume via email to [search@browndowntown.org](mailto:search@browndowntown.org) Subject: Director of Communication Application.**

Please include in your cover letter why this job appeals to you, why you believe it is a good match for you as a person and as a professional, and what personal and professional attributes, skills, talents and abilities you would bring to the congregation and this position.

Application deadline is June 30.

All submissions will be kept confidential.

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*Brown Memorial encourages underrepresented candidates to apply and does not discriminate on the basis of race, ethnicity, national origin, gender, gender identity, sexual orientation, disability or age.*

*Brown Memorial is deeply committed to social justice, access and belonging. It deliberately uses inclusive language in its worship texts and music lyrics. The congregation's commitment to progressive ideals influences all aspects of its life and ministries. You can learn more about its rich history of and continued commitment to social justice and inclusive welcome on the church's [website](#).*

*Our mission: Emboldened by the life and teachings of Jesus Christ, we strive to bear witness to the reconciling love of God by nurturing an inclusive community, wrestling with Scripture and tradition, and working for justice and peace."*

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*Alive in the City and the World*