

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 membership.

We are looking for someone to help us share our mission and message with our members 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. **This is a part-time position (25 hrs/wk) with benefits in a hybrid work environment!**

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:

- Work closely with the Communication Committee throughout the year to develop and implement all communications with members, including virtual attendees
- Manage and edit all print and electronic communications, including newsletters
- Manage and edit the church's website, updating regularly
- Manage and expand our social media content and advertising

Education Required: Bachelor's degree

Experience Desired:

- 2-3 years related experience
- Proven communication and marketing skills
- Proficiency in social media and managing web content
- Strong writing and speaking skills
- Proficiency in basic graphic design skills and with programs such as Adobe Creative Suite and/or Canva
- The ability to work both independently and collaboratively with staff and volunteers.

Work Environment:

This position is part-time, 25 hours per week. We focus on creating a healthy work-life balance through flexible work options including a **hybrid work environment**, which includes work hours at home and in the Bolton Hill office.

Salary and Benefits:

\$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 paid time off.

Physical Demands/Requirements:

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

To apply for this position, please submit a cover letter and resume to 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: August 15

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."

browndowntown.org
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Alive in the City and the World