

TRINITY CATHEDRAL

Position Available: Communications Manager

Trinity Cathedral is an Equal Opportunity Employer

Position Description: Trinity Cathedral seeks an experienced and motivated individual for the full-time position of Communications Manager. She/he is responsible for day-to-day planning and execution of a comprehensive, strategic communications and marketing program for Trinity Cathedral and Trinity Commons, guided by the Cathedral's mission, vision, and values. The Communications Manager works closely with the Director of Development and Communications. This position also supports communications and marketing activities of Music & Art at Trinity, a related 501(c)(3) nonprofit entity.

Primary Responsibilities:

- Oversee the production of the Cathedral's internal and external communications – printed, electronic, and online
- Develop and maintain current content for printed and online channels
- Develop and implement a social media strategy for communicating within the congregation and externally
- Serve as the primary media contact; coordinate electronic, print and radio advertising
- Help develop brand guidelines and integrate into new and existing work
- Work with individual departments to develop messages and concepts for multiple areas of communication
- Maintain an editorial calendar for all Cathedral communications
- Establish and maintain an external and internal archival system for electronic based media

Education, Skills and Knowledge:

- Bachelor's degree or higher in communications, journalism, marketing, public relations, or related discipline
- Three or more years of professional experience
- Clear and creative communication skills – written and oral
- Experienced in graphic design/production and development of brand
- Experienced in maintaining a social media presence and Constant Contact
- Proficiency in Adobe Indesign and Photoshop, Wordpress, MS Office and PowerPoint
- Demonstrated history of being both self-motivated and a team player
- Experienced in working in diverse teams that include both staff and volunteers
- Strong project management and organizational skills, including budget adherence
- Biblical/Episcopal literacy desired but not required

Compensation: Competitive salary and excellent benefits including family health insurance, short-term disability, life insurance and a retirement pension plan.

About Trinity Cathedral: Trinity Cathedral is the cathedral for the Episcopal Diocese of Ohio. It is a thriving urban community of faith serving more than 1,000 active members. Trinity's commitment to its faith mission and downtown Cleveland are evident in its impactful hunger, outreach and community-building programs and vibrant small-group ministries.

Its Gothic style cathedral, designed by noted Cleveland architect Charles Schweinfurth, is on the National Register. Its commitment to bringing sacred public space to the community is evident in its outward facing, 100,000 SF campus including 2002 Trinity Commons expansion of event, meeting, exhibit spaces, and

storefronts retail. The Cathedral and Commons annually welcome more than 50,000 people for prayer, community conversation, special events, arts performances, seminars, educational programs, and neighborhood outreach.

Trinity Cathedral does not discriminate on the basis of race, color, religion, gender, sexual orientation, age, national origin, or status as an individual with a disability or protected veteran.

To Apply: Please email letter of interest, resume, references, and salary requirements with a subject heading of “Communications Manager Search” to hr@trinitycleveland.org by October 31, 2018.