

**Title:** Director of Communications and Events  
**Status:** Full-time  
**Reports to:** (1) Rector and (2) Director of Operations  
**Start date:** January 2026



Truro Anglican Church exists to celebrate and proclaim the good news of the gospel of Jesus Christ. To that end, the **Director of Communications and Events** plays a vital role in supporting Truro's mission by: (a) ensuring excellent communication across all platforms, and (b) coordinating the logistics that help our community gather well. This position supports both weekly ministry life and major churchwide events, working closely with clergy, staff, ministry leaders, and volunteers.

### **Key Responsibilities**

#### **COMMUNICATIONS**

- Oversee and manage all internal and external communications for Truro.
- Develop and implement a strategic communications plan and editorial calendar for dynamic email, website, social media, print, and Sunday communications.
- Produce the Truro News and oversee targeted ministry-specific messaging, maintaining a high level of excellence, clarity, and simplicity.
- Ensure branding and storytelling consistency, and timely information flow across all channels, with a modern eye and awareness of best/newest practices.
- Plan, produce, and publish an annual report for Truro.
- Edit and produce weekly sermon video and audio. Lead us forward in increased excellence and expansion of our video production and online ministry.

#### **EVENTS AND HOSPITALITY**

- Plan, schedule, and coordinate large scale, church events, ensuring excellent logistics, hospitality, and smooth execution.
- Work with clergy and staff to support special services as needed (funerals, weddings, receptions, parish events, etc.).
- Lead a Retreat Team to plan, prepare for, and host a church-wide retreat in 2027 or 2028.
- Build, lead, and support volunteer teams for special events and large gatherings.

#### **MINISTRY AND PROGRAM SUPPORT**

- Work alongside the Director of Operations to maintain the churchwide calendar and ensure ministry alignment.
- Support ministry leaders with communication needs, event planning, and scheduling.

## Position Requirements

- 2–3 years of experience in communications, event planning, logistics coordination, or related fields.
  - Ability to work independently, proactively, and collaboratively in a fast-moving church environment.
  - Willingness to work most Sunday mornings.
  - A personal and mature relationship with Jesus Christ.
  - Excellent written and verbal communication skills.
  - Strong organizational, time-management and administrative skills.
  - Attention to detail.
  - Ability to handle confidential information with discretion.
  - Technologically adept and eager to learn new platforms.
  - Bachelor's degree or relevant experience preferred.
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## Compensation and Benefits

This is a full-time, salaried position with a competitive compensation package, including:

- Health, dental, and vision insurance
  - Paid holidays and PTO
  - Participation in Truro's retirement plan
  - Professional development opportunities
  - A collaborative, mission-driven work environment with a focus on spiritual and personal growth
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To apply please send a PDF of the following materials to:

Daria Brown, Director of Operations, [dbrown@truroanglican.com](mailto:dbrown@truroanglican.com)

1. Cover letter
2. Resumé
3. Spiritual autobiography (your testimony)
4. A portfolio demonstrating some of your previous work