



**Position Opportunity:  
Director of Communications  
All Saints Church, Pasadena, CA  
Full-time, on-site (Exempt Position)**

**Start Date: August 2026**

**All Saints Church** is a large (ASA ~ 900), progressive and dynamic Episcopal Church located in Pasadena, California — a city known for its rich cultural life, history and architecture. A vibrant, diverse parish with a long history of justice work, interfaith relationships, and innovative ministry, All Saints’ mission is to walk with a revolutionary Jesus for the healing and transformation of ourselves, our community, and the world. The church is dedicated to a reality of being a “Beloved Community of Belonging,” centered on the shared values of **Radical Inclusion, Courageous Justice, Joyful Spirituality, and Ethical Stewardship.**

### **Position Overview**

The Director of Communications provides strategic leadership for all internal and external communications of All Saints Church Pasadena. This position is responsible for developing and implementing comprehensive communications strategies that support the church’s mission, ministries, programs, and public witness. The Director oversees digital media, publications, branding, public relations, livestream production, graphic design, social media engagement, and archival management to ensure clear, compelling, and consistent communication across all platforms.

### **Primary Responsibilities**

#### **Communications Strategy**

- Develop and implement an integrated communications strategy that advances the mission, vision, and values of All Saints Church Pasadena.
- Serve as the principal communications advisor to clergy, senior staff, and ministry leaders.
- Coordinate messaging across departments to ensure consistency, accuracy, and alignment with organizational priorities.
- Evaluate communications effectiveness and recommend improvements based on audience engagement and emerging trends.

#### **Digital Media and Livestream Production**

- Direct and manage livestream broadcasts of Sunday worship services and other church events.
- Oversee production quality, technical coordination, and digital distribution of worship services, educational offerings, concerts, and special events.
- Collaborate with staff, volunteers, and vendors to maintain reliable audiovisual systems and online engagement platforms.

### **Social Media and Digital Engagement**

- Develop and execute a comprehensive social media strategy across multiple platforms.
- Create, curate, and direct engaging content that reflects the church's mission, ministries, and community life.
- Monitor analytics and audience engagement to strengthen online presence and outreach, identifying opportunities and innovative ways to reach potential new audiences for our offerings.
- Stay current with digital communication trends and train volunteers and other staff members on best practices.

### **Publications and Content Development**

- Serve as editor and publisher of the church's monthly magazine/newsletter and other print and digital publications.
- Manage editorial calendars, content gathering, writing, editing, design, and distribution.
- Produce compelling stories, feature articles, announcements, and promotional materials that highlight the life and work of the parish.

### **Branding, Graphic Design, and Creative Services**

- Maintain and strengthen the visual identity and brand standards of All Saints Church Pasadena.
- Oversee graphic design for print, digital, worship, event, and promotional materials.
- Ensure consistent branding across all communications platforms and ministry areas.
- Collaborate with ministry leaders and parishioners to create effective visual communications.

### **Public Relations and Media Relations**

- Serve as the primary point of contact for media inquiries and public communications.
- Develop relationships with local, regional, and faith-based media outlets.
- Draft press releases, media advisories, public statements, and other external communications.
- Support public-facing events, campaigns, and community engagement initiatives with marketing and public relations efforts.

### **Media Archives and Asset Management**

- Oversee the organization, preservation, and accessibility of digital and physical media archives.
- Establish systems for cataloging photographs, videos, publications, and historical communications materials.
- Ensure that church records and media assets are maintained in accordance with organizational policies and best practices.

## **Team & Volunteer Development**

- Recruit, lead, and train/coach volunteer teams and staff (to expand the department's capacity).
- Partner with staff and ministry leaders to promote events, manage project workflows, and equip teams with necessary communication collateral.

## **Qualifications: The successful candidate will possess...**

- Bachelor's degree in Communications, Journalism, Marketing, Public Relations, Media Production, or a related field; advanced degree preferred.
  - Minimum of three years of progressively responsible experience in communications, media, marketing, public relations, or related fields.
  - Demonstrated experience in strategic communications planning and implementation.
  - Strong writing, editing, storytelling, and content creation skills.
  - Experience with social media management, digital communications, and analytics.
  - Experience with livestream production, audiovisual technology, and digital broadcasting.
  - Proficiency with graphic design and content management platforms.
  - Excellent organizational, project management, and interpersonal skills.
  - Ability to manage multiple projects and deadlines in a collaborative environment.
  - Ability to manage, train, and coordinate parishioners, ministry leaders, and other volunteers
- **Technical Proficiency:** Experience with Content Management Systems (WordPress, etc.), email marketing platforms (Mailchimp, Constant Contact), social media management tools, and design software (Canva or Adobe Creative Suite).

## **Preferred Qualifications**

- Experience in faith-based, nonprofit, educational, or mission-driven organizations.
- Familiarity with Episcopal Church traditions and practices.
- Experience supervising staff, contractors, and/or volunteers.
- Knowledge of archival management and digital asset organization.

## **Core Competencies**

- Strategic thinking and vision
- Creative storytelling
- Leadership and collaboration
- Project management
- Digital media expertise
- Cultural competency and humility
- Commitment to building a “Beloved Community of Belonging” and confronting injustice in all its forms
- Alignment with the mission and values of All Saints Church, Pasadena

### **Reporting Relationship**

The Director of Communications reports to the Rector and serves as a member of the church's senior leadership team.

All Saints Church is an equal opportunity employer committed to a diverse and inclusive workforce. All applicants will receive consideration for employment without regard to race, color, religion, sex (including pregnancy), age, sexual orientation, national origin, marital status, parental status, ancestry, disability, gender identity, veteran status, genetic information, other distinguishing characteristics of diversity and inclusion, or any other protected status. All Saints is an LGBTQ+ welcoming and affirming organization.

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- **Compensation:** Salary is competitive and commensurate with experience and qualifications.
- **Benefits:** Comprehensive Benefits Package including – Paid Time Off, Pension, Health, Vision, and Dental Insurance
- **How to Apply:** Email your resume and a cover letter to [Tim@allsaints-pas.org](mailto:Tim@allsaints-pas.org) with the title of the position listed in the subject line.