

Job Description for Communications Coordinator Holy Comforter Episcopal Church

The Communications Coordinator will have oversight and responsibility for the communications needs of Holy Comforter, both internally and externally, working with staff, lay leadership, and committees of the church, as well as local media outlets. This position directs the outward-facing connection efforts with the wider community and the integration of all members more fully into church life and relationship with each other.

Hours: 15 hours/week. Schedule to be determined in collaboration with the Rector. Additional compensated hours may be necessary during peak church holiday seasons.

Compensation: \$20-\$25/hour, depending on experience and qualifications

Status: Regular Part-time, Non-exempt

Location: Remote including weekly staff meetings and occasional in-person planning meetings.

Position Responsibilities

Identity

- Uphold the standardized and consistent brand that reflects who we are
- Ensure that communications consistently reflect the identity of our parish (appearance, tone, & message)

Electronic Communications

- Prepare the weekly e-Newsletter
- Manage and update the parish website
- Manage social media platforms in collaboration with staff
- Utilize multiple platforms to advertise happenings to congregation and community, including local newspaper and social media
- In collaboration with the Rector, design and implement effective messaging strategies for internal and external communications such as promotional materials for events.
- Maintaining fresh images, working with lay volunteers to take new photos of parish events

Print

- Collaborate with Parish Administrator to prepare weekly bulletins for Sunday worship
- Produce flyers, brochures, post-cards, and other printed material as needed
- Assist with the occasional all-church mailing

Administrative

- Oversee budget for parish communications including electronic platforms and promotional materials.

- Collaborate with the Invite, Welcome, Connect Committee in creating messaging and materials to assist the welcome and inclusion of parish visitors and newcomers.

Required Skills

- Ability to work cooperatively and effectively with a variety of people while maintaining a professional demeanor
- Ability to set and maintain boundaries and expectations around timelines and workloads
- Good written and oral communications skills
- Proficiency in Squarespace or similar CMS,
- Proficiency in MailChimp or similar email provider
- Proficiency in Canva, Adobe Creative Suite, or similar graphics software
- Proficiency in social media, especially Facebook and Twitter
- Ability to learn new skills as needed

Supervision

The Communications Coordinator reports directly to the Rector for supervision and annual evaluation.