

Communications Director

St. Elizabeth's Episcopal Church

Part-time

General Description

The Communications Director, in consultation with the Rector, will have oversight and responsibility for the communications needs of St. Elizabeth's, both internally and externally, working with staff, lay leadership, and committees of the church, as well as local media outlets. In addition, the Communications Director will have some administrative duties in the parish office.

Specific Responsibilities

Identity

- Help develop a consistent graphic identity for St. Elizabeth's
- Ensure that communications consistently reflect the identity of our parish (appearance, tone, & message)
- Assist staff and lay leaders in advertising special events and church functions

Electronic Communications

- Prepare the weekly e-Newsletter
- Manage the parish website
- Updating pages as needed
- Working with staff and lay leaders to produce new copy as needed
- Maintaining fresh images, working with lay volunteers to take new photos of parish events
- Soliciting entries to the parish blog from staff and lay members, with a goal of at least a new post every month.

Print

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

Social Media

- With the Rector and other staff, oversee our social media channels
- Create social media content that helps spread our brand identity and message

Media

- Work with local and regional media, as well as with wider church communicators, to place stories about St. Elizabeth's ministries and events
- Produce and place ads as needed

Administrative

- With the Rector, assist in answering the phone, responding to questions from parishioner and the public, and checking the mail
- Help track church space rentals
- Maintain a budget for areas of oversight

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 with Microsoft Office
- Knowledge of social media, especially Facebook and Twitter
- Ability to learn new skills as needed

Preferred Skills

- Knowledge of Wordpress or similar CMS
- Knowledge of MailChimp or similar email provider
- Knowledge of Adobe Creative Suite, or similar graphics software

Supervision

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

Compensation & Benefits

This is a part-time salaried position of approximately \$000/year with an expectation of 12 hours/week, with 4 weeks of vacation, to be scheduled with the rector.

There are no other benefits with this position.