

**Grace Episcopal Church
Yorktown, VA**

Position: Communications Coordinator

REPORTS TO: Rector

HOURS: 18 hours/week. Schedule to be determine in collaboration with the Rector. Additional compensated hours may be necessary during peak church holiday seasons.

STATUS: Regular Part-time, Non-exempt

GENERAL RESPONSIBILITIES OF THE POSITION:

The Communications Coordinator is a new position designed to fill a critical role in the church. This individual will work closely with the clergy, staff, and parishioners to oversee parish communications, both internally and externally. The Coordinator of Parish Communications will ensure accurate, timely, high-quality content and strategies for social media, website, print pieces, signage, and other media outlets, helping translate and represent Grace Church's distinct and voice in appealing, effective ways. The Coordinator is responsible for overseeing and coordinating daily and weekly social media, website, and general communication for the church.

SPECIFIC RESPONSIBILITIES:

1. Manage church communications with parishioners:
 - a. In coordination with the Parish Administrator, maintain a promotional calendar that includes all known ministry events, community events, programs, campaigns, etc.
 - b. Strategize and execute promotion of all church and ministry related events.
 - c. Assist pastoral staff in regular congregational communications through print and digital media, including Grace's weekly e-news, the "Fridaygram,"
 - d. Produce and print the weekly service bulletins ensuring accuracy, correctness and completeness
 - e. Coordinate content of verbal Sunday announcements
 - f. In consultation with the Vestry, Parish Administrator, and Clergy, determine appropriate articles and notices, and then organize, prepare, and publish the quarterly Grace Newsletter.
 - g. Maintain up-to-date email addresses for "Constant Contact" communications and prepare special Constant Contact for special events and functions
2. Manage church communications to the broader community
 - a. Optimize website communication. Keep the Grace Website, social media accounts (Facebook, Instagram, etc.), and digital signage current with information about the parish, events and opportunities. In collaboration with clergy, Vestry and staff, create engaging text, image, and video content to improve the church's web presence.
 - b. Develop and facilitate a strategy for social media channels. Develop, implement, and optimize an annual communications plan to maximize the exposure of Grace Church to the broader community and provide informative and timely information to the parish.
 - c. Oversee church platforms (sermon podcast; YouTube channel; digital signs; possible future vlogs/blogs) and physical signage.

3. Educate and support other staff in the use of software/hardware to enhance presentations.
4. Assist with preparing and distributing marketing materials, as directed.
5. Responsible for handling front desk reception and administration duties on occasions when asked by the Parish Administrator, including greeting guests, answering phones and assisting member needs.
6. Participate in workshops and conferences, as appropriate, to maintain and grow professional competence
7. Perform other duties as required

KNOWLEDGE, SKILLS AND ABILITIES:

The Communications Director is expected to possess the necessary initiative, professional skills and qualifications to successfully carry out the recurring and non-recurring duties associated with the responsibilities listed above, including but not limited to:

- Highly collaborative communications skills and good command of oral and written English
- Attention to detail and strong proofreading skills
- Self-starter, able to work independently and enjoys creating and implementing new initiatives
- Proficiency in the Microsoft suite of applications to include MS Publisher; Canva and other print and digital and social media platforms, as well as a willingness to interact with our Church Management system (Realm).
- Working knowledge of webpage creation/editing software (WordPress, Dreamweaver, etc.)
- Marketing and communications experience and working knowledge of the Episcopal tradition a plus