

Parish Communications Coordinator

Objective: To use “modern e-vangelism” (using popular methods of communication to deliver the church’s message) to inform our current congregation, as well as to reach out to non-congregants.

Responsibilities:

- Develop, implement, and evaluate the annual communications, both internal and external, in collaboration with the clergy, staff, and vestry
- Promote the St. Paul’s “brand”, through consistent and attractive design of publications, and in line with the mission of the church.
- Manage the development, distribution, and maintenance of all print and electronic media including, but not limited to: bulletins, emails, letters, PowerPoint slide shows, banners, and postcards
- Oversee parish mailings
- Maintain the parish database
- Manage Website (WordPress)
- Manage on-site communications such as bulletin boards and digital signage
- Manage phone system (change greetings, etc.)
- Create/maintain profiles on Social Media sites and other online sites (Facebook, Twitter, YouTube, Yelp, Meetup, Google Business, Google Adwords)
- Provide marketing assistance and graphic design for Music at St. Paul’s Concert Series

Software

Adobe Creative Suite: InDesign, Illustrator, Photoshop

Video editing software

Microsoft Word, Excel, PowerPoint, and Publisher

Constant Contact

WordPress

Preferred, but not required: A/V and IT support