

St. John's Episcopal Church

Job description: Communications Coordinator

Communications Coordinator

Overview

St John's Communications Coordinator plays a critical role in keeping our church community connected and informed. The ideal candidate will be organized, flexible, a good writer and editor, able to multi-task and comfortable with computers, electronic communications systems, and social media. Please visit <https://stjohns-mpls.org/> to learn more about our community and our values.

Hours, salary and benefits

- 10-15 hours per week
- \$25 / hour
- Two weeks paid vacation per year, plus holidays as outlined in the Personnel Manual
- Remote work is possible for part or all of the hours, upon prior arrangement with the Rector
- Reports to the Rector

Responsibilities

- Serve as a hub for all church communication
- Attend weekly staff meetings
- Draft and edit weekly electronic newsletter and various weekly e-blasts
- Draft weekly service bulletins and insert, including reporting copyright information for music and art
- Maintain up to date website and social media presence/postings
- Manage church database in collaboration with Administrative Associate
- Maintain/manage multiple church calendars
- Respond to or forward all requests and inquiries to appropriate staff or volunteers
- Oversee mailings as needed
- Prepare parish annual report and assist with Parochial Report
- Assist with additional communication needs as directed

Qualifications

- Prior experience with managing websites and other digital communication media
- Experience working with churches a plus
- Good writing and editing skills
- Facility with digital technology

Application process and timeline

To apply, please submit a cover letter, resume and references via email to info@stjohns-mpls.org by July 28 for priority consideration. Questions can also be directed to rachel@stjohns-mpls.org.

- July 12, 2023: Job posted

- July 28, 2023: Priority application deadline
- August 1-10, 2023: Initial and follow-up interviews
- August 21, 2023: Candidate begins work

NOTE: if any candidates are also interested in bookkeeping responsibilities, please see the Bookkeeping posting and apply to both open positions; one candidate who can do both would be welcome.