



# St. Andrew's Episcopal Church

## Job Description

<b>Title:</b> Communication Specialist		<b>Date:</b> 9/11/2017
<b>Reports to:</b> Rev. Rich Weyls, Rector		<b>Hours Per Week:</b> 8 per/wk
<b>Status:</b> Regular – Part Time	<b>FLSA:</b> Non-exempt	<b>Hourly Rate:</b>
<b>Parish Description:</b>	<p>St. Andrew's a diverse, inclusive parish family that will value you as a child of God, encourage you, challenge you to practice Christ's love, and support the unique gifts and abilities that you bring to our staff team.</p> <p>As staff, we are part of a vibrant, transformational parish and seek to balance prayer, worship life and spiritual growth with the effective and efficient administration of parish operations and the stewardship of financial and human resources.</p>	
<b>Position Description:</b>	<p>At the direction of the Rector, the Communication Specialist develops, procures, coordinates and/or facilitates the effective implementation of all parish communications, in digital and print mediums. In addition, this position performs some general administrative duties in support of parish operations.</p>	
<b>Job Duties:</b>	<ol style="list-style-type: none"> <li>1. Design and prepare for production St. Andrew's print communications for general parish activities, special events, ministry activities, The Center, and stewardship/fundraising activities. This could include, but is not limited to: <ol style="list-style-type: none"> <li>a. Designing and updating materials related to the Newcomer's Packet, including Ministries Brochure and church map.</li> <li>b. Designing, preparing, producing and posting print materials, including brochures, posters, signage and all other collateral materials for The Center and special events (Fling) and coordinate the distribution at church and in the community (Coffee shops, libraries, community centers, etc.)</li> <li>c. Designing print materials related to the Annual Appeal and other requested stewardship communications.</li> <li>d. Designing and preparing the Advent Booklet, including services and opportunities for giving.</li> <li>e. Designing and preparing auction logo and flyer.</li> <li>f. Designing and preparing VBS brochure.</li> <li>g. Designing, preparing and producing print materials for any parish committee (i.e. Profile Committee, Vestry), as directed by the Rector.</li> </ol> </li> <li>2. Maintain St. Andrew's website and related social media accounts. Incumbent accomplishes this by: <ol style="list-style-type: none"> <li>a. Designing requested content for special events, ministry activities, VBS, annual appeal, auction, etc. for publication on the website and posting to social media accounts.</li> <li>b. Creating sermon podcasts and posting this to the website;</li> </ol> </li> </ol>	

	<ul style="list-style-type: none"> <li>c. Regularly updating the website with church activities and event; and</li> <li>d. Posting events, photos and other content to Facebook and Twitter.</li> </ul> <ol style="list-style-type: none"> <li>3. Maintain St. Andrew’s Constant Contact account. The incumbent accomplishes this by: <ul style="list-style-type: none"> <li>a. Designing, preparing and sending the e-log, Taize and Center emails through Constant Contact.</li> <li>b. Updating varies distribution lists (Parish contact list, e-log, Taize and The Center) in Constant Contact.</li> </ul> </li> <li>4. Take photos at events and services (as available) and maintain the Parish’s photo archive.</li> <li>5. Record sermons and create podcasts. Upload podcasts to website.</li> <li>6. Write and distribute press releases.</li> <li>7. Attend meetings, as assigned by the Rector. This could include, but is not limited to: <ul style="list-style-type: none"> <li>a. Attending parish staff meetings.</li> <li>b. Attending Stewardship Committee meetings to participate in the development of communication strategies.</li> </ul> </li> <li>8. Perform general administrative duties in support of parish operations. The incumbent accomplishes this by: <ul style="list-style-type: none"> <li>a. Implementing Breeze database</li> <li>b. Creating PowerPoint presentations for receptions and events.</li> <li>c. Updating bulletin covers in Publisher.</li> <li>d. Printing name tags for ministries and parishioners.</li> <li>e. Printing auction mailings and requesting donations from businesses and parishioners.</li> <li>f. Creating and updating bulletin boards in the Parish Hall.</li> </ul> </li> <li>9. Other duties as assigned.</li> </ol>
<p><b>Minimum Qualifications:</b></p>	<ul style="list-style-type: none"> <li>• Excellent written and oral communication skills and customer service skills.</li> <li>• Expert level skills as a user of a variety of computer software applications in updating websites, word processing, spreadsheets, database, design, podcast and presentation software (Wordpress, Microsoft, Outlook, Word, Excel, and/or other database applications, Photoshop, InDesign and PowerPoint).</li> <li>• High level of interpersonal skills to handle sensitive and confidential situations.</li> <li>• Ability to plan, prioritize and work independantly with limited supervision.</li> <li>• Work requires continual attention to detail in composing, typing and proofing materials, establishing priorities and meeting deadlines.</li> <li>• Knowledge of the Episcopal Church and its teachings and a commitment to work within the guidelines of those teachings.</li> <li>• Commitment to developing and safekeeping a workplace that values and supports a culturally diverse work environment.</li> </ul>