

Job Posting: Communications Coordinator

Job Responsibilities

The Communications Coordinator supports Helps St. Martin's Episcopal Church, St. Martin's Episcopal Preschool, and the Hope and Healing Center & Institute by developing, managing, and coordinating cohesive, consistent communications strategies and tactics that support programs and initiatives through the website, video productions and services, social media, print, promotions, design, video, and other venues.

Job Duties

1. Writes, edits, and gathers content for print and electronic publications, website, social media, and blogs.
2. Develops ideas and opportunities for articles, presentations and other materials that raise awareness of St. Martin's mission, programs, and activities in and outside of the church.
3. Coordinates copy submissions and copy flow for newsletters and other publications.
4. Practices excellent writing, editing and proofreading skills.
5. Maintains the St. Martin's website calendar; creates, updates, and manages departmental calendars.
6. Assists in managing St. Martin's online and social media presence.
7. Some photography and basic graphic design.
8. Implements social listening efforts.
9. Compiles data, analyses, and report metrics for various projects.
10. Assists in writing video scripts as needed.
11. Operates printing machines as backup to staff.
12. Remains current on trends in church content development/management, and social media outreach.
13. Committed to the Mission and Core Values of St. Martin's Episcopal Church.
14. Perform additional duties as assigned.

Skills and Qualifications

- Superb writing, editing, and proofreading skills.
- Ability to recast content for different media.
- Ability to read, analyze and interpret technical materials.
- Creativity.
- Ability to work collaboratively as a team; balances stakeholder projects; plan and align needs.
- Manages stress and conflict well, is self-reflective, collaborative and takes direction well.
- Analytical and problem-solving skills
- Proficiency with websites, social media, communications software, and video editing.
- Prefer candidates who identify as Christians.

Education and Experience

- Bachelor's degree in Communications, Journalism, English or closely related field required, prefer at least three years of relevant communications work experience. Non-profit experience helpful.
- Experience managing and developing content for publications, websites, social media, advertising, and marketing venues.
- Experience following an organization's brand and style directives. Familiarity with AP Style.
- Experience with managing and creating robust content for publications such as websites, newsletters, magazines, blogs, and podcasts.