

**Part Time Employment Opportunity
Communications Coordinator
Trinity Episcopal Church
Marshall, Texas, United States**

Job Description:

Trinity Episcopal Church (TEC) in Marshall, Texas seeks a part-time (estimated 18-20 hours per week) Communications Coordinator (CC). Reporting to the Senior Warden, the CC is responsible for all internal and external communications for the church. The CC will work to communicate the mission and ministry of TEC to existing and prospective members. This role will include creative and administrative aspects.

Roles and Responsibilities:

- Work closely with the Senior Warden, Vestry, Ministers and Administrative Team to manage social media content presence across all relevant platforms.
- Maintain and update TEC website, including design and technical requirements.
- Write and edit content for print and digital publications, i.e., newsletters, notices, announcements, postcards, flyers, brochures.
- Create graphics for website material, marketing, outreach campaigns, and ministry teams support.
- Develop an understanding of and maintain consistent TEC branding in all aspects of communications and across ministry teams.
- Manage TEC calendar to ensure timely promotion of events and ministries.
- Handle outside media/press opportunities and requests. Coordinate with Senior Warden for appropriate response, provide information/materials, etc. as required.
- On-site presence to assist with day to day office activity as needed, including telephone support. Schedule to be determined based on availability.

Personal Qualifications:

- A strong personal relationship with Jesus Christ.
- Committed to the spiritual disciplines of prayer and Scripture study.
- Prompt, conscientious, and self-motivated.
- Works well as part of a team dedicated to the life of the Church.
- Personally demonstrates enthusiasm in the service of the ministry
- Is comfortable working in an Episcopal Church setting and (if not a member of TEC) willing to spend occasional Sundays onsite in order to understand TEC firsthand.
- Is committed to TEC's Holy Vision and Mission:

Our Vision

In glorifying God, we the members of Trinity Church, will foster a unified parish, demonstrate our spirituality with an open heart, and reflect in our actions the good news of the Holy Spirit to all members of our church and community.

Our Mission

To proclaim the Gospel of Jesus Christ by:

- *Inviting all to accept Jesus Christ as Lord and Savior.*
- *Fostering the presence of the Holy Spirit for the equipping of saints to do the work of ministry. Witnessing to the power of God to heal, transform, and make all things new.*
- *Supporting those who by word and example make Christ's redemptive work known.*

Professional Qualifications:

- All candidates will be considered. Professional experience or education in the area of church or non-profit communications ideal.
- Strong verbal, written and editing skills.
- Knowledge of writing standards and best practices for digital and print media.
- Utilizes effective time management skills and works independently to meet deadlines.
- Proficiency at basic word processing; strong preference for candidates who have graphic design experience.
- Excellent teamwork, interpersonal skills, and friendly disposition.

Contact:

Interested persons should contact Laura Rectenwald, Senior Warden, at Laura.Rectenwald@gmail.com.