

July 19, 2019

Version 1

ST. FRANCIS EPISCOPAL CHURCH
Communications Coordinator

Position Description:

I. IDENTIFYING INFORMATION

Status	<input type="checkbox"/> Full-time	<input checked="" type="checkbox"/> Part-time
	<input type="checkbox"/> Salary	<input checked="" type="checkbox"/> Hourly
	<input type="checkbox"/> Exempt	<input checked="" type="checkbox"/> Non-Exempt

Reports to: Office Manager

II. PRIMARY FUNCTION OF THIS POSITION

- Update and maintain church website, e-newsletter, social media accounts and sermon podcast.

III. POSITION CONTENT

1. Communications

- Update church weekly e-newsletter and other e-communications
- Update church website content
- Create posts on church social media accounts: Facebook & Instagram
- Upload sermon to church podcast

IV. SKILLS, KNOWLEDGE AND/OR ABILITIES

1. Interpersonal Skills

- Ability to collaborate and communicate a variety of personalities for various projects and formats
- Possess a friendly and outgoing demeanor in an office environment
- Friendly, supportive, positive and high energy personality

2. Office Skills

- Experience with computer and software programs: Microsoft Word, Excel, Publisher, Outlook, Wordpress, Social Media, InDesign, Illustrator, Adobe Photoshop, Squarespace

V. EDUCATION, TRAINING AND/OR EXPERIENCE

1. Formal college degree in Communications preferred
2. Additional User Experience background preferred
2. Computer skills and knowledge of graphic and design platforms
3. Knowledge and understanding of the Church and its mission
4. Must be able to pass a background check as set by the Diocese of Texas