

## **St. Andrew's Episcopal Church in Pickerington**

### **Communications Specialist Job Description**

Reports to: Lead Pastor

FTE: .5 (hybrid position)

#### **Position Purpose**

St. Andrew's Episcopal Church, a mission-focused community of faith, is seeking a part-time staff member to coordinate our print and digital communications needs and facilitate engagement and connection of members and newcomers with St. Andrew's and each other. Familiarity with the theology and liturgy of the Episcopal Church and/or similar liturgical traditions is a plus. This is approximately a 20-hours per week hybrid position with potentially varying work hours and work location Monday-Thursday. Annual salary range is \$18,000-\$20,000, dependent upon related experience.

#### **Essential Duties/Key Responsibilities:**

- Creation of weekly worship bulletin, weekly online newsletter and other printed and web-based communications.
- Manage and update church website and social channels, including a social content calendar.
- Develop and maintain brand standards across all print, web and social media communications that consistently reflect the identity of our parish (appearance, tone, message, etc.)
- Use MailChimp or other email technology provided to distribute regular communications.
- Communicate with community partners and volunteers to coordinate and provide various services to the community and the parish.
- Coordinate with volunteers as needed to gather event and church photo/video needs for publishing purposes.
- Post YouTube snippets from services or events to website and/or social channels.
- Maintain online church calendar, working with ministry leads to gather information as needed.
- Track use of digital media (e.g., email open/click rates, website visits, social channel views, calendar use) to make data-driven decisions on communication delivery, timing and content.
- Archive communications for future needs and reference; maintain membership records, if requested.
- Keep current with emerging web technologies through relevant blogs, listservs, and events.
- Provide some St. Andrew's office support as requested, such as assisting with office deliveries, receiving visitors, sorting mail or scheduling building usage with internal and external groups.

#### **Technical Skills/Requirements:**

- Proficiency with Microsoft Office Suite and Google Suite
- Proficiency with social media platforms (e.g., Facebook, Instagram, YouTube, TikTok)
- Degree or certification in communications or similar field or at least 2 years of work experience doing communications-related tasks
- Strong written and verbal communications skills

- Ability to collaborate with diverse groups within the congregation and community
- Compassion, sensitivity and adherence to confidentiality
- Helpful gifts include a heart for ministry, a spirit of teamwork and flexibility

**Job Scope**

This position operates within parameters established by the church leadership team and the supervisory pastor. The Communications Specialist is encouraged to bring ideas regarding improvements in communications or office operations to the supervisory pastor before implementing them. Assessment of job priorities are subject to direction from the supervisory pastor; however, for most daily operations, it is the responsibility of the person in this position to arrange work time accordingly to achieve daily tasks and accomplish assignments and service expectations in a timely fashion. Exceptions to this may be made for activities that do not affect other staff, volunteers or the congregation at large.

Note that the Communications Specialist's tasks vary with the church seasons. It is the responsibility of the Communications Specialist to make appropriate time adjustments to accomplish these varying tasks.

Interested applicants please send a cover letter, resume and contact information to:

Reverend Sally Cook at [pastorsally@standrewspickerington.org](mailto:pastorsally@standrewspickerington.org).

Church address for reference:

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