Job Title: Parish Communications Coordinator
Classification:

- Part-Time (12-15 hours/week, Non-Exempt)
- Onsite for weekly staff meeting with flexibility for remote work outside of those hours in consultation with Pastor
- Reports directly to the Pastor

Job Summary

The Parish Communications Coordinator serves as a key steward of the parish's voice and public presence. This role is responsible for managing, publishing, and continuously improving all internal and external communications in support of advancing St. Paul's mission, values, worship, outreach, and ministry activities. The Communications Coordinator ensures clear, timely, and effective communication across parish audiences and platforms.
Major responsibilities include writing and delivering compelling content, managing the parish's digital presence, and supporting the Pastor, Council, staff, and parishioners in communicating ministry-related messages through print and electronic channels.

Internal Communications

- Create, maintain, and improve standardized templates for the weekly online newsletter, service worship booklets and slides
- Write, edit, and/or collect content for each weekly newsletter edition
- Collaborate with the Parish Administrator on newsletter, worship booklets and slide preparation
- Proofread and ensure timely distribution of the weekly newsletter, worship booklets and slides by established deadlines
- Prepare content and collaborate with the Parish Administrator for the distribution of all-parish communications, both regularly scheduled and special requests via email and/or mail
- Support internal communications related to stewardship, the annual meeting, annual reports, and other parish-wide initiatives

External Communications

- Maintain and enhance the parish's online presence, including:
  - Serve as the primary administrator for all parish social media accounts
  - Create and post content to parish social media accounts
  - Make updates to, maintain, and revise the parish website as needed
  - Monitor statistics about our online presence and communicate with Pastor and Council on a quarterly basis
- Ensure external communications accurately reflect the parish's mission, values, and tone

Worship & Digital Ministry Support

- Coordinate with clergy, staff, and technical volunteers as needed to ensure smooth online worship delivery

Additional Responsibilities

- Serve as a strategic partner to the Pastor and Council on external communications and publicity
- Collaborate with Pastor, staff, and parish leaders to effectively communicate ministry initiatives and parish life

- Perform other communications-related duties in support of the mission and ministries of the parish, as assigned by Pastor
- Attend and actively participate the monthly Faith Partners Staff meeting
- Other responsibilities, as assigned by Pastor

Required Skills and Qualifications

- Professional communications and/or marketing experience preferred
- Ability to work independently while collaborating with Pastor, staff and parish leadership
- Proficient with Microsoft Office, Adobe Suite (InDesign) database management, social media
  Software desktop publishing and website design software
- Demonstrated strong organizational, verbal and written communication skills, attention to detail
- Preferred experience working in a non-profit or church environment
- This role requires a high degree of discretion, professionalism, and commitment to confidentiality in all matters

Compensation

- **Target Hourly Pay**: $25-$35/hour, commensurate with skills and experience

Applications being received until August 21, 2026. Please email a cover letter and resume to rector@stpauls-fc.org.