

Good Shepherd Episcopal Church Communications Director

Position Summary: Good Shepherd Episcopal Church is a vibrant, engaged, congregation in Centennial, CO. We seek a Communications Director to oversee our communications, technology, and media capacity. We want to ensure that members are informed of Church activities, and actively to publicize events to the larger Centennial community. The position's responsibilities fall into several categories

Identity:

- Develop and maintain Good Shepherd's brand and identity
- Ensure that that identity is reflected in communications
- Assist in advertising special events.

Electronic Communications:

- Update and manage Good Shepherd's website
- Manage Good Shepherd's Social Media presence
 - Facebook/Twitter/Instagram
 - YouTube (including planning & executing videos)
- Make use of Multi-platform advertising
- Manage internal/external messaging strategies
- Update and maintain fresh imaging (i.e., photos, graphics/videos)
- Create video announcement (including interior message boards)

Print Communications:

- Parish Newsletter (currently bi-monthly)
- Flyers/brochures/posters, including writing copy and designing graphics
- All-church mailing assistance

Administrative:

- Oversee Communications budget
- Update/maintain outdoor signage

Skills:

- Degree, and/or relevant professional experience, in communications and/or PR
- Work collaboratively with staff/congregation
- Good oral/written communications skills
- Facility with Microsoft Office
- Knowledge of major social media platforms (Facebook/Twitter/Instagram/YouTube)
- Knowledge of Squarespace (or other web platform or CMS)
- Knowledge of MailChimp/Constant Contact
- Knowledge of CANVA, Adobe Creative Suit, etc.

Job Type/Hours/Pay:

- Part-time
- In office with some flexibility
- 12-15 hours per week
- \$20-25/hour depending on experience

For more information, or to apply, please contact the Rector, the Rev. Gary Brower, at gbrower@gshep.org or 303-740-2688.