

Communications Coordinator, Position Opening
Part-time Employee or Independent Contractor
Deadline for Submission: August 30, 2019

Grace Episcopal Church, a vibrant faith community on Bainbridge Island, Washington, is seeking a part-time Communications Coordinator (15 hours per week), employee or contractor, to work with the Rector and Grace leaders to plan and produce targeted internal and external communications that inspire participation, service, and giving. Communication will be delivered through digital, print, and social media.

Applicant must have demonstrated ability to create well-written publications and documents and must have experience with website design and structure, as well as social networking communications such as Facebook and Instagram. Please email a cover letter and resume to office@gracehere.org to the attention of the **Human Resources Trustee**.

Note: Visit the [Grace Employment page](#) for more detail about the Communications Coordinator and the Youth Ministry Coordinator Position, which is also open at this time. Qualified and interested applicants are encouraged to apply for either or both of these positions.

RESPONSIBILITIES AND MAJOR DUTIES:

Direct Communications

- Coordinate planning and implementation of Grace's internal and external communications, collaborating with Grace's Rector and other staff and Church leaders.
- Compile, edit and produce Grace's weekly E News, seasonal newsletter, and bulletin insert in digital and print formats. Content is generated by staff and volunteers then edited by the communications coordinator for consistency & style.

Website/Social Media

- Manage and maintain the Grace website, www.gracehere.org, coordinating with website IT when necessary. Ensure that content is up to date and well organized, and create periodic blog posts to publicize current programs, events, clergy reflections, and program ministry activities.
- Maintain an active social media presence by managing and posting timely information to Grace Church's Facebook page and Grace's presence on other social media platforms.

Additional Responsibilities

- Create vehicles within which program ministers and lay ministry leaders may choose to "share the story" of what is happening in their ministries, and collate these reflections for support of future ministry endeavors.
- Develop/maintain an organized digital storage system for photos and communications, including permissions for use.
- Coordinate with outside contractors when additional expertise is needed for major communications projects.

QUALIFICATIONS:

- Strong written and verbal communication skills.
- Strong organizational and administrative skills.
- Strong interpersonal skills; able to work independently and as part of a team.
- Demonstrated ability to create well-written publications and documents.
- Familiarity with website design and structure.
- Experience using social networking communications such as Facebook and Instagram.
- Experience with Apple software (workstation is a Mac).
- Experience using the following software programs: Adobe InDesign, Microsoft Word (Office), Adobe Acrobat, Adobe Photoshop, Google Apps.