

Communications Lead (Contract)

Grace Episcopal Church, Bainbridge Island, WA

GENERAL DESCRIPTION:

Grace Episcopal Church is seeking a communications lead to work in collaboration with staff and parishioners to create newsletters and web content to inspire participation, service and giving. *Estimated 12-15 hours per week, contract terms negotiable.*

PRIMARY RESPONSIBILITIES AND MAJOR DUTIES:

Direct Communications:

- Compile, edit, and produce Grace's weekly enews and seasonal newsletters in digital format.
Content is generated by staff and volunteers, then edited by the communications lead for consistency and style, according to established guidelines.
- Review and respond to email/form submissions each day, M-F.
- Update and maintain email address lists for electronic communications.

Website:

- Manage and maintain Grace's website (www.gracehere.org). Ensure that content is up to date and well organized.
- Create periodic website posts to share current programs, events, clergy reflections, and program ministry activities. Sync these with Grace's social media accounts.
- Coordinate with website IT when necessary.

QUALIFICATIONS:

- Good project management skills.
- Strong written and verbal communication skills.
- Strong interpersonal skills; able to work independently and as part of a team.
- Demonstrated ability to digitally create visually appealing publications and documents.
- Familiarity with website design and structure.
- Experience with Mail Chimp and with website platforms.

TO APPLY:

Please submit a letter of introduction, resume, and examples of previous work to the attention of Grace's HR trustee at office@gracehere.org

Reasonable accommodation will be made to enable individuals with disabilities.