**Interim Communications Coordinator**

The Episcopal Church of the Good Shepherd is seeking a creative and collaborative candidate to serve as interim Communications Coordinator. A qualified candidate will have a strong work ethic, ability to work independently, excellent oral and written communication skills, proficient in Apple and PC environments, and strong organizational and collaboration skills. Applicants must have demonstrated skills and experience with print materials, graphic arts, and social media platforms. A Bachelor’s Degree in English, Communications, Marketing or related field and commensurate work experience are a plus.

This is a twelve-week temporary position. Hours and compensation are negotiable, but a minimum of 25 hours per week are required. Please submit resume to Ms. Debra Pyke at debra.pyke@gsecd.org.

**Communications Coordinator**

Communications Coordinator is primarily responsible for the creation, publication and distribution of all produced or published forms of communications on all applicable platforms and in a variety of formats. Communications Coordinator manages information for the church staff, groups utilizing the church, church members, and the general public.

**Principal Duties**

Prepare and publish church communications on applicable platforms which could include interior and exterior signage, digital, social, and print media. Specifically, responsible for bulletins for all worship services, weekly news eblast, and event promotional materials.

Coordinate information with staff, members, and various groups and committees to be distributed on various platforms, including traditional, digital, social, earned, and paid media, to members, visitors, staff, and the community.

Update and ensure content on website is current and accurate. Edit Sunday sermon audio for length and post on website.

Prepare and maintain calendar for communications and announcements of all church events.

Develop and monitor effective social media presence.

Provide quarterly report of effectiveness of communications strategy and recommendations for improvement.

Assist in office responsibilities, including back-up for general administrative and training on copy/print equipment.

**Skills & Knowledge**

Adobe InDesign

Constant Contact

Squarespace

Microsoft Office

Graphic design

Copywriting

Familiarity with Episcopal liturgy

**Preferred Skills**

Asana – workflow management

Familiarity with ACS Management Software

Canva.com

Garageband or similar audio editing software

Experience with Adobe Creative Cloud products (Photoshop, Illustrator) is helpful but not necessary