

Communications Specialist

Permanent Part-time Position (15 hours per week); Salary Range: \$22-28 per hour, based on experience

Description:

The Communications Specialist plays a critical role supporting the mission and ministries of the parish by creating and delivering appropriate messaging in various media, both print and digital, to create awareness of the parish's activities and events to both new and existing members of the parish and to the general public as well.

The Communications Specialist is expected to work proactively and collaboratively and to demonstrate excellent interpersonal, project management, writing and editing, and technical skills necessary for the successful delivery of assigned responsibilities. Writing original content is required, as are keen attention to accuracy, details, grammar, spelling, and stylistic consistency. A commitment to producing visually appealing communication and campaign pieces is expected.

Primary weekly job responsibilities include:

- Producing and delivering the digital weekly parish newsletter.
- Maintaining the parish website (updating, adding, and removing content as appropriate).
- Developing and posting content on the parish's social media platform(s).
- Assisting with the development of weekly service bulletins.

Other responsibilities may include:

- Designing, writing, scheduling and delivering parish-wide emails for stand-alone events and short-term initiatives
- Designing communications pieces, such as flyers and banners, for both print and online use.
- Analyzing and reporting campaign results.
- Suggesting new communications strategies and media to reach new people and grow awareness of the parish, its activities, and its missions and ministries.
- Other duties as assigned.

Qualifications & Requirements:

- Bachelor's Degree or Associate's Degree (preferably in communications, English, or a related field) **OR** High School Diploma/GED plus three or more years of professional work experience in a related field.
- Strong interpersonal, project management, writing & editing, and organizational skills.
- Experience developing and producing communications campaigns, i.e., digital newsletters, websites, and printed flyers/ads.
- Ability to manage multiple responsibilities and overlapping deadlines with flexibility, positivity, and patience.
- Demonstration of initiative and inclusivity when working independently or collaboratively on projects.
- Language: English (Required)
- Work Location: On site

In accordance with church employment practices, a job offer is contingent on completion of a criminal background check. All church employees are expected to complete Safe Church training upon employment.

Please apply with a cover letter and resume to: David Baggett (david.baggett@cgs-raleigh.org)

Parish Administrator, The Church of the Good Shepherd