

**Christ Episcopal Church**  
**New Bern, NC**  
**Position Description**

**Position Title**

The title for this position shall be: Communications Coordinator.

**FLSA Status**

The Communications Coordinator shall be a non-exempt (salary) position.

**Position Status**

The Communications Coordinator shall be a part-time position. The person shall work approximately twenty (20) hours per week, not to exceed 1,525 hours per calendar year.

**Reporting Relationship**

The position shall report to and receive direct supervision from the Christ Church Director of Church Life. Direct supervision shall include determining and scheduling hours of work.

**Position Summary**

At the direction of the Christ Church Director of Church Life, the Communications Coordinator shall design, author, edit, update, format, copy and distribute various communications media aimed at informing Christ Church parishioners about the events and initiatives that frame the mission and ministries of Christ Church. Certain communications media shall be aimed at informing the greater New Bern community about Christ Church events and initiatives. Communications media shall include paper publications (both occasional and regularly recurring), messages conveyed by electronic means (Internet) and postings to television, internet, radio, and print news sources.

**Duties and Responsibilities**

At the direction of the Christ Church Director of Church Life, the Communications Coordinator shall:

1. Solicit and receive from Christ Church clergy, lay staff and parishioners and other persons identified by the Director of Church Life information intended for inclusion in communications media.
2. Design, author, edit, update and format various paper publications. These publications shall include Sunday service bulletins, bulletin inserts (The Messenger), a monthly newsletter (The Crown), special mailings, posters, flyers and brochures heralding events and initiatives, and possible help with advertisements to be included in New Bern news media. Copy, collate, distribute and mail paper publications, utilizing volunteers as needed.
3. Design, author, edit, update and format various Internet-enabled information media. These shall include monthly newsletters (The Crown), weekly newsletter (The Mid-Week Messenger) and special messages. Distribute these media using email address lists identified by the Director of Church Life.
4. Manage, edit, update website, working with staff and parishioners to gather content.
5. Coordinate with staff and lay leaders on effective and timely social media postings.
6. Assist the Director of Church Life/Clergy in performing other special projects.
7. Attend staff meetings scheduled by Christ Church clergy or the Director of Church Life.
8. Must show willingness to exercise confidentiality associated with church-related work.

## **Qualifications and Skills**

The Communications Coordinator shall possess experience working in a professional services office environment. Work experience in a not-for-profit and/or religious institution setting shall be preferred. Specific qualifications shall include:

1. High school diploma or certificate signifying graduation from a technical vocational educational institution. Associate or College Degree preferred.
2. Possess a pleasant personality and have patience while working with a diverse group of individuals. This position represents the face of the church and must have an empathetic nature.
3. Capable of working independently and within an environment of distraction. Must be proactive and work as a team player.
4. Ability to meet communications media production deadlines.
5. Ability to work cooperatively, consistently and reliably with Christ Church clergy and lay staff.
6. Must show willingness to exercise confidentiality associated with church-related work.
7. Experience in designing, authoring, editing, updating, formatting, producing, publishing and distributing paper and Internet-enabled media similar in form and content to that identified in Duties and Responsibilities, above. At least 2 years of experience with desktop publishing especially Microsoft Publisher, Adobe InDesign or similar program.
8. Strong work organization abilities; ability to focus on and perform multiple concurrent assignments and to follow verbal instruction.
9. Ability to accept and perform work assignments with “once and done” direction. Ability to take initiative and work independently while respecting assignment boundaries established by the Director of Church Life.

The Communications Coordinator shall possess specific skills:

1. Mastery of publishing software such as Google Suite, Adobe InDesign and the Microsoft Office suite of software products especially Microsoft Publisher or similar program.
2. Excellent writing and editing skills including proper grammar and sentence structure.
3. Hands-on ability to perform the techniques required to post, edit and update content for the Christ Church website, Facebook page(s) and other popular Christ Church-approved social media.
4. Practical knowledge relating to operation of devices commonly found in professional office settings including document copiers, document collators, fax machines and the like.
5. Desirable Skills:
  - a. Work in a non-profit setting
  - b. Experience in making connections in wider community

## **Working Conditions**

The Communications Coordinator shall perform assigned duties and responsibilities in a private or semi-private office at Christ Church. This is a deadline-driven job. Office hours are negotiable based on ability to meet pre-arranged publication deadlines.

## **Effective Date of Position**

The Communications Coordinator position will be available July 2022.

Compensation: \$15.00/hour

**How to Apply:** Send your expression of interest/resume to the Christ Church Director of Church Life, Ms Ellie Roberts, at: [jobs@christchurchnewbern.com](mailto:jobs@christchurchnewbern.com), or mail your expression of interest to Ellie at Christ Church, Box 1246, New Bern, NC 28563. Expression of interest will be received until position is filled.

Christ Episcopal Church is an Equal Opportunity Employer.