

JOB POSTING: 11 December 2024

Position: Parish Communications Manager (6-8 hours per week)

Reports To: Elizabeth Keeler, Rector

Church/Location: Trinity Episcopal Church in Washington, Virginia

Position Overview

The Parish Communications Manager is an important contributor to the engagement and support of our on-line church community, ensuring consistent weekly publication of curated and appropriate content. This position involves managing the live-streaming of the 10:30AM service every Sunday morning and other services as needed; updating the parish website, facebook, instagram, and other media accounts each week; collaborating to ensure timely distribution of our weekly email newsletters, Trinity Tidings and Welcome to Worship; encouraging feedback and interactions across our on-line and in-person community; recommending improvements towards more cost-effective outreach; and assisting the rector in connecting with, communicating with, and caring for our church community.

Key Responsibilities

- **Manage and Produce Live-Streaming Events, Sundays from 10:00-12:00**
 - Live-stream the 10:30AM service every Sunday morning and other services on selected holidays and feast days of the church
 - Set-up and test audio-visual and related computing equipment in the church balcony prior to event start
 - Produce live-stream events on-time and distribute them through connected media accounts, simplifying access to the church community at any time
 - Tear-down and securely store equipment
- **Update the Parish Website and Media Accounts Weekly**
 - Update parish website, facebook, instagram and other social media accounts
 - Produce content in close collaboration with church members and vestry as directed by rector and publish through on-line media accounts such as Mailchimp and Canva
- **Expand and Improve our Cost-Effective On-line Outreach**
 - Help us figure out how to expand our outreach and improve the cost-effectiveness of our communications by recommending changes to our processes, procedures, systems, and equipment
 - Train church members how to access church content and participate in the church community using on-line media applications
 - Encourage feedback and interactions across our on-line and in-person community

Qualifications and Skills

- A shared commitment to the mission and values of the church and community
- Proficiency with Social Media platforms: FaceBook and Instagram
- Experience with content creation platforms such as Canva, Mailchimp, and Constant Contact
- Experience working with on-line database applications
- Prior audio-visual experience
- Strong interpersonal and communication skills, with a friendly and approachable personality.
- Ability to manage multiple tasks, prioritize effectively, be attentive to detail and work independently
- Ability to handle confidential information with discretion

Compensation

- Compensation will vary based on relevant experience with a range of \$25-\$50/hr.

Next Steps

- If this role interests you and you meet the qualifications and skills, please email us at contactus@trinwash.org with your resume and a brief note of introduction.