



## Communications Coordinator Job Description

**Title:** Communications Coordinator

**Location:** Kerrville, TX

**Reports To:** Rector and Parish Administrator

**Schedule:** The Communications Coordinator is a part-time position (10 hours/week, non-exempt status)

**Compensation:** Based upon experience

### Position Summary:

The Communications Coordinator is responsible for supporting the mission, vision, and values of St. Peter's through the planning and implementation of all church-wide and community marketing, communications, design, and promotional programs. The Coordinator's primary objective is to maintain St. Peter's communications standards and practices, as well as assist with IT administration. Additionally, the Coordinator will provide occasional assistance to the front office, including taking phone calls and assisting visitors.

### Key Duties:

1. Manage the St. Peter's Episcopal Church brand across all visual, digital, and verbal forms.
2. Manage and coordinate church-wide and community communications vehicles, included but not limited to the Rock Road monthly newsletter, the church website, eNews, social media, and community advertising.
3. Provide editorial function to ensure that communications and exposure for the wide variety of church activities is appropriately and relevantly planned, prioritized, and publicized in church communications channels.
4. Collaborate with ministry directors/leaders to develop marketing, communications, and promotional campaigns for individual/targeted events or programs.
5. Responsible for copywriting, graphic design, and production projects as needed.
6. Assist Parish Administrator with IT development and administration efforts throughout the church.

### Qualities:

St. Peter's Episcopal Church is welcoming to all. Thus, hospitality, gentleness, and kindness are three very important qualities that should be lived at all times. The Communications Coordinator must desire to serve others well.

To effectively perform the duties of the Communications Coordinator, the following competencies are essential:

- Able to identify issues and resolve problems in a timely manner
- Courteous and conscientious with strong interpersonal skills, including a high level of emotional awareness
- Communicate clearly, both written and orally
- Prioritize and plan work activities to ensure efficient use of time
- Organized, accurate, thorough, and able to monitor work for quality
- Adaptable, able to quickly and effectively adjust approach to changing circumstances and new priorities
- Trustworthy, maintaining strict confidentiality

### Qualifications:

- Must have high school diploma, some college preferred. Professional experience considered.
- Ability to learn new technology quickly (platforms such as Constant Contact, Canva, YouTube)
- Above average skills with Microsoft Office
- Prior website management
- Experience with social media for business or non-profit