

Position Available Communications Specialist

The Communications Specialist has primary responsibility for preparing and distributing the key communications for Epiphany Episcopal Church. These include printed and electronic communications. The Communications Specialist has responsibility for the maintenance and update of the Epiphany Episcopal Church website, Epiphany Episcopal Church Facebook page, The Parish Directory, the monthly newsletter, the weekly bulletin, the Parish bulletin board, and other media relations.

The Communications Specialist reports directly to the Epiphany Church Rector, or if unavailable, to the Senior Warden.

Reporting and Communication

The Communications Specialist develops and distributes key communications from the Parish:

- Evaluates all internal and external communication needs and identifies best mechanism to communicate with congregation members and the general public.
- Produces all printed materials on agreed schedule. Identifies the most cost-effective mechanisms and vendors for print publications. Specifically, the Communications Specialist:
 - Plans content of each publication
 - Solicits engaging content
 - Interviews and gathers information for content; writes content and develops any needed graphics
 - Edits content
 - Proofs and edits copy for publication
 - Schedules deadlines and ensures deadlines are met
- Prepares and formats content for annual report.
- Designs and develops content for monthly electronic newsletter.
- Distributes newsletter and other electronic communications on agreed schedule.
- Attends Parish events, gathering data to be used in subsequent communications.
- Works with the Rector to identify communication needs and content to be included in Parish communication tools.

Website Administration

Under the supervision of the Rector, the Communications Specialist is responsible for website administration and content:

- Identifies key functionality needed for Parish website; update the functionality as needed to meet additional needs;
- Updates content on the website routinely and ensures that all content is accurate and up to date.
- Develops and enforces standards for use and look of website.
- Ensures effective and accurate maintenance of email contact database.
- Oversees development and maintenance of distribution lists for printed and electronic communications.

Graphic and Communication Standards

Under the supervision of the Rector, the Communications Specialist assists in establishing standards for graphics, logos, and other elements of the Parish brand:

- Develops and ensures consistent use of Parish logo and graphics identity.
- Develops and communicates communication standards to be used for all Parish publications, print or electronic.
- Gathers any communications prepared by others in the Parish in terms of need, look, and layout.
- Takes photographs and/or uses photographs provided by others for use in publications, website, social media.
- Updates and keeps bulletin board current and inviting.
-

Operations Management

The Communications Specialist provides administrative support in other areas:

- Participates in staff meetings, as needed.
- Supports a positive atmosphere in which high quality programs and services are delivered.
- Participate as a member of the parish disaster preparedness team.

Minimum Qualifications

Training and Experience: A combination of education and experience substantially equivalent to graduation from an accredited college or university with major work in journalism, communications, or a related field; project management skills with ability to balance priorities and meet deadlines; excellent written and verbal communications skills; familiarity with the Episcopal Church is desirable; ability to work a flexible schedule including Sunday mornings and some evenings.

Knowledge of: accepted rules of proper grammar; techniques used in preparing and editing copy for printer; principles and techniques used in writing informational material. Familiarity with Microsoft Office, Facebook and other social media, other software programs, as required.

Able to walk up two flights of stairs carrying 35 pounds; able to answer telephone without any additional hearing devices or assistance.

Note: Applicants may be required to prepare a writing sample in Microsoft Word in the Church Office on a provided computer for evaluation as part of this application package.

This is an on-call job with estimated work hours between 15-19 hours per week. Medical insurance is available if employee works over 20 hours a week consistently for twelve consecutive weeks. The salary will be commensurate with knowledge and experience, with a three-month probation period.

Applications will be accepted until the position is filled. Send resume and cover letter to Rector, Epiphany Episcopal Church, 1041 10th Avenue, Honolulu HI, 96813.