



# Saint Stephen's Episcopal Church

## Communications Coordinator

### Job Description

**Summary:** The Communications Coordinator position is a part-time staff position who reports directly to the Rector (senior pastor).

**The mission of St. Stephen's is:** to be a community of people made more complete by the grace of a perfect God, who proclaim the Gospel by sharing the reconciling love of Christ with others through redeeming acts of hospitality, forgiveness, justice, and peace.

**St. Stephen's is** the largest and oldest of three Episcopal churches serving the Goldsboro and Wayne County community. We were founded in 1853 and have been serving the people of God in this community ever since! St. Stephen's also has a long history of active youth ministry, mission trips, and activity in local outreach to the homeless and people with food insecurity.

#### Basic responsibilities:

- A. Creating the Sunday bulletins and bulletins for other services, at the direction of the Rector, to include but not limited to funerals, weddings, and Feast Days of the Church
- B. Creating and sending the weekly enews and any other eblasts. This includes creating images/slides for highlighting certain events and news; then posting this newsletter to the website after sending
- C. Creating a unique monthly masthead, gathering content and formatting the monthly Scroll newsletter; then posting to the website after sending
- D. Archiving all bulletins, newsletters, eblasts, Scrolls for record keeping, per requirements of the Manual of Business Methods in Church Affairs
- E. Updating the website calendar monthly and other parts of the website as needed
- F. Creating posters, fliers as needed for special services
- G. Creating and formatting the Christian Formation Brochure
- H. Creating a logo/design and pledge card to go with the stewardship theme and completing whatever the Stewardship Committee decides they want to accomplish for the year
- I. Attend weekly Staff Meetings

**Compensation:**

- The position is part-time (10 hours per week), with a pay-rate of \$22/hr.

**To apply:**

- Please send Cover Letter, Resume, and at least 3 references (including at least 1 personal and 1 professional) to The Rev. David Wyly at: [rector@ststephenschurch.com](mailto:rector@ststephenschurch.com)