



Communications Coordinator (Part-Time)

Church Overview:

St. James' Episcopal Church is a historical, welcoming, multigenerational and quickly-growing congregation located in the heart of downtown Leesburg, Virginia. St. James' is a 700+ member church with a preschool of 70 students. We currently offer a 7:45 a.m. Rite I spoken Eucharist and a 10 a.m. Rite II Choral Eucharist with an average Sunday attendance of over 200. *We are a community in Christ, welcoming, serving, and uplifting all, joining generations to reveal God's love.*

Supervisor: Rector

Part-Time/ Flexible

Hours: 15-18 hours per week (remote & flexible)

Salary: Starting at \$25,000 per year (commensurate with experience)

Position Overview:

We are seeking a Communications Coordinator who will work closely with our staff and ministry leaders to plan, design, manage, and implement parish communications, both internally with our existing membership and externally with the wider community.

Duties and Responsibilities:

- Work with staff and lay leaders to effectively communicate the activities and opportunities at St. James' in a way that helps integrate people into the life of the parish
- Ensure that all communication consistently reflects the identity of the parish in appearance, tone, and message
- Create content for fliers, website, social media posts, electronic newsletter, and all-parish letters
- Prepare the weekly e-newsletter
- Manage and consistently update the church and preschool websites with new content
- Design and implement effective messaging strategies for internal and external communications

Qualifications:

- A degree in communications, media, journalism, or related field with 2-4 years of experience
- Excellent writing and editing skills
- Organized, creative thinker who is able to communicate effectively interpersonally and corporately
- Proficiency in Constant Contact, social media, MS Office Suite, desktop publishing, and graphic design software
- Ability to thrive within a collaborative work environment and learn new skills as needed
- Experience with the dynamics unique to ministry work and church communities, with a preference for familiarity with the Episcopal Church

Please direct questions or send cover letter and resume to cmartin@stjamesleesburg.org