

COMMUNICATIONS COORDINATOR/MANAGER

Trinity Episcopal Church - Tulsa, Oklahoma

Trinity Episcopal Church Communications Coordinator is responsible for coordinating all parish internal and external communication and marketing efforts.

Primary Duties & Responsibilities include but are not limited to

- In collaboration with the Rector (Senior Pastor), Operations Manager, the Vestry (Church Board), representatives of parish lay organizations, and other parish staff create and implement an annual communications plan that represents Trinity Church to its members and the community in a way that reflects our values and encourages engagement in our life.
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- Recruit and engage lay support to regularly assist in accomplishing communications tasks.
- Using print and digital media to communicate Trinity's mission and ministries to the congregation and the larger community.
- Consistent with the Annual Communications Plan, produce and distribute eTidings (digital newsletter), Sunday News (weekly printed flier), promote events and share information through Trinity social media accounts and maintain an accurate and up to date Trinity website.
- Serve as the media contact for Trinity Episcopal Church.
- Photograph and/or video events and activities occurring at or in which Trinity and its parishioners are involved, maintaining a digital storage of the collection.

Specific Duties

- Communication
 - Using digital and print formats, disseminate routine and special communications to the parishioners.
 - Create and present print ready Sunday News bulletin insert to the designated printer on a weekly basis.
 - Share the weekly bulletin insert information on the Trinity Facebook, Instagram and Website calendar
 - Collect/create content and publish an electronic newsletter on a weekly basis and in special situations as required

- As circumstances require, design, layout, and produce other appropriate print ready documents.
- Website and social media management
 - Assure that website content is updated on an as needed basis
 - Conduct a content review of the website on an ongoing basis
 - Communicate regularly with website contract providers to ensure content changes are made in a timely manner
 - Provide specific content to be added or deleted, photos or videos to be added and instruction for revision to website layout.
 - Provide an expected completion date for any change.
 - Review the completed work for accuracy and timely completion
 - Create and deploy social media content to both Facebook and Instagram
 - Encourage parish volunteer groups to provide photos and content to be included in social media posts.
 - Repost appropriate Diocesan web and social media content.
- Publications
 - Design and layout various documents and reports, delivering print ready work products.
 - Collect, write and edit narrative content.
 - Design and layout publications for distribution in both digital and print formats.
 - Obtain bids for any outside printing jobs and submit for approval by the Vestry or provide print-ready documents for in-house printing.
- Media Relations
 - Establish and maintain relationships with all local media outlets.
 - Serve as the media point of contact for the Parish.
 - Organize and manage interviews and statements as directed.
 - Arrange coverage for events and activities when directed.
 - Communicate with Diocesan communications staff regarding events and activities of interest.
- Photo/Video Service Coordination
 - Take or arrange for photos and videos to be shot at events and activities.
 - Organize volunteer photography support for events and activities.
 - Collect and organize photographs and videos for easy retrieval.
 - Record and maintain all Photo Release forms
- Streaming Service
 - Coordinate video contractors/volunteers to ensure needed support is available
 - Confirm schedule for streamed events and provide to contractors/volunteers weekly.

Core Competencies

Impeccable Interpersonal skills

- Ability to relate to individuals of various ages, occupations, nationalities at a personal level.
- Ability to work independently as well as, as part of a team
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- Understand and maintain confidentiality necessary for parish matters as well as parishioners.

Communications skills

- Use consistent, agreed style guide for all Trinity communications.
- Demonstrate proper oral and written communication including the use of proper grammar, syntax, spelling and pronunciation.
- Awareness of cross cultural communication and understanding.

Organization Skills

- Maintain calendars and records in an accessible and logical manner.
- Assure that information is disseminated in a timely manner.
- Demonstrate an ability to balance a variety of tasks, setting priorities that produce the required outcome.
- Maintain the highest standards of detail.

Qualifications

- Academic degree in journalism, marketing, communications, creative writing or a closely related field and/or equivalent experience as a communications professional.
- Experience using publishing and graphic design software.
- Experience with digital and social media platforms, website management, and e-mail marketing.
- Experience in a church or non-profits environment is a plus.

Physical Activity and Environmental Conditions

- Ability to sit and work at a computer workstation for extended periods.
- Ability to move between buildings on campus/parish grounds.
- Ability to lift and carry small boxes or equipment up to 25 pounds.
- Ability to walk, stand, sit, kneel, and bend as needed.
- Close vision and ability to focus
- Repetitive motion of fingers, hands, and wrists
- Office environment - exposure to computer screens
- Exposure to general office noise and activity

- Fast paced and potentially stressful environment
- Ability to adapt to changing priorities and demands
- Evening and weekend responsibilities

Classification: Part-Time (15 hours/week)

Reports to: Rector and collaborates with the Vestry, other staff and lay leaders, as well as the media and the public.