**JOB DESCRIPTION**

**DIGITAL COMMUNICATIONS SPECIALIST**

**ST. MARK’S EPISCOPAL CHURCH**

**Effective Sept. 1, 2021**

St. Mark’s Digital Communications Specialist will work with the Rector and the Communications Team Leader to support ongoing communications with the wider community.

The Digital Communications Specialist will:

* Develop and implement social media communications campaigns based on St. Mark’s Communications Calendar.
* Create and share social media posts multiple times per week to ensure ongoing engagement with followers.
* Update website weekly, including adding sermon videos, new events, and news announcements.
* Write press releases for upcoming events and communicate with press representatives.
* Edit weekly e-mail newsletter for distribution to church members.

Qualifications:

* Strong writing, visual design, and social media communications skills.
* Familiarity with Facebook, Instagram, and Twitter; knowledge of additional social media platforms a plus.
* Familiarity with or willingness to learn about the Episcopal Church’s beliefs and practices
* A passion for sharing the Good News of God’s love.

This is a part-time, remote, contract position. Work schedule will be determined by the contractor. One monthly Zoom meeting with the Rector and Communications Team Leader to review plans and determine deadlines will be scheduled at a mutually convenient time.