

St. Luke's Episcopal Church, Park City

Job Description – Communications Officer

(Revised January 19, 2026)

Position Title:	Communications Officer
Status:	Contract, 10 hours per week
FLSA Classification:	Exempt
Department:	Formation/Administration
Reporting Relationship:	Rector/Parish Administrator
Screening/Training Requirements:	Successfully complete Safeguarding God's Children and Safeguarding God's People training. Successfully pass background screening.
Minimum Qualifications:	Four-year college degree; youth ministry experience; strong communication and interpersonal skills; strong technology background.

Position Summary

Under the supervision of the Parish Administrator, the Communications Officer is responsible for developing, implementing and overseeing a plan to update the parish's electronic communications tools including the web site and social media presence; assisting with the selection and implementation of a database and communication software program; and, updating the parish's printed materials.

Responsibilities

Website

- Work with parish leadership to develop and implement a new outward facing website.
- Ensure that new website is regularly maintained and updated as appropriate.

Database/Communications Software

- Work with the parish administrator to select an appropriate database/communications software program.
- Work with the parish administrator to implement the setup/design, data migration, staff/ministry leaders/parishioner training and ongoing operation of the database/communication software program.
- Create an online directory through Tithely that can be accessed by members only through the Tithely app.

Advertising

- Communicate with local entities to advertise parish news and events (KCPW, Park Record, Town Lift, Interfaith Council, etc.)

Printed Material

- Work with the Rector, Executive Team, and Parish Administrator to review and update the printed materials of the parish.
- Design flyers, brochures and other parish documents as requested.

Disclaimer

The information in this job description indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

To Apply

Please send a cover letter, resume, and list of three references to beckie@stlukespc.org