

## St. Paul's Episcopal Church—Position Vacancy

### **COMMUNICATIONS COORDINATOR:**

Use your marketing, communications, and technology skills as the part-time Communications Coordinator for St. Paul's Episcopal Church in Concord, NH.

#### Responsibilities:

- Maintain church website, Facebook page and Instagram Account
- Monitor parish email list
- Promote programs and ministries on social media
- Record, edit, and transmit weekly worship service for church website and Concord Community TV
- Prepare weekly service bulletins
- Publicize parish events online and within the parish building
- Interact with parishioners and the public regularly

#### Requirements:

- Experience with MS Office and Publisher or similar applications
- Expertise with MEVO Camera operation and editing or a similar camera and application
- Proven writing and editing skills
- Post high school education or experience

The position is 15 hours per week, up to five of which occur on Sundays. Position salary is \$15-\$17 per hour. The ideal candidate will be able to start 7/1/21.

Please send resume and letter of interest to [rector@stpaulsconcord.org](mailto:rector@stpaulsconcord.org).