



TRINITY PARISH

Over 300 years of faith in the city

Position Title:

Communications Specialist

Organization:

Trinity Episcopal Parish, Wilmington, Delaware

<https://trinityoldswedes.church>

Position Description:

Trinity Episcopal Parish, a vibrant and diverse congregation of the Episcopal Diocese of Delaware located in downtown Wilmington, is seeking a creative, motivated, and self-starting full-time Communications Specialist to execute both external and internal communications on behalf of the parish. This work will include public outreach and promotion of the parish's various ministries, activities, and events, as well as enhancing internal communications among clergy, staff, lay leaders, and parishioners. The Communications Specialist will be responsible for all communications functions of the parish, including website, social media platforms, email blasts, newsletters, event pages, and other communication channels. After an initial introductory period, this position may be hybrid and up to 75% remote.

Qualifications:

- Strong interpersonal and communication skills, both written and oral.
- Demonstrated experience and/or formal education in digital marketing and/or communications
- Proficient computer and digital marketing skills, including all Office programs, Adobe Photoshop, Illustrator, InDesign, Canva, social media platforms, and digital marketing software (Constant Contact or other)
- Ability to manage multiple projects and requests in a non-profit environment
- While not required, familiarity with and/or interest in faith-based organizations, and with the Episcopal Church in particular, is a plus

Compensation:

- \$40,000-\$48,000 annual salary, depending on experience
- Strong benefits package
- Negotiable hours

How to Apply:

To apply, please send both a cover letter and resume with "Communications Specialist" in the subject line to: FrKirtley@trinityparishde.org.