

**St. Mary of the Hills Episcopal Church
Blowing Rock, North Carolina**

**Communications Coordinator
Position Description**

Principal Function

The Communications Coordinator is the point person for print and digital communications including, but not limited to, the parish website, weekly bulletin and announcement sheets, as well as newsletters. Care should be given to clear, concise, and consistent messaging, both within and beyond the parish, in conjunction with a parish communications strategy.

The position works under the direction of the Rector, alongside staff and lay leaders.

Duties & Responsibilities

- Design and coordinate printing of service bulletins on a weekly basis.
- Design and coordinate printing of weekly announcement sheet, in concert with parish calendar.
- Design and send weekly E-news to parishioners, via Constant Contact.
- Design, print, and distribute newsletter on a quarterly/seasonal basis.
- Coordinate E-mail communications, as needed, in concert with a consistent communications strategy.
- Maintain Parish Website (*Development of New Website or Revitalization in 2026 is a Priority*)
- Maintain Parish Social Media Accounts (*currently Facebook only, but can expand*)
- Design and print posters, postcards, and flyers for regularly offerings and special events/occasions.
- Liaise with area media to promote parish events/share stories of the congregation's life and mission with the wider community.
- Support Tour of Homes leadership annually with design and parish communication of Tour events and volunteer opportunities.

Work Schedule

10-12 hours per week. Regular work schedule is negotiable with the Rector and will include times of active presence at St. Mary of the Hills on Sunday mornings during worship and Christian Formation times (8:00am-12:00pm) as well as other times on Sunday and throughout the week.

Qualifications

- Follower of Jesus, committed to the spiritual journey in the Episcopal tradition
- An active life of prayer and seeking growth
- Love of people of all ages, a desire to work with people of diverse backgrounds and perspectives
- Experience in working with and managing team(s) of volunteers.
- Ability to take appropriate initiative, juggle multiple priorities, and make decisions under deadlines
- Attention to detail in all matters
- Bachelor's Degree, or higher (preferred)
- Strong oral, written, verbal and interpersonal communication
- Knowledge of Microsoft Office suite (Word, Excel, Publisher), Google Business Suite
- Knowledge of Constant Contact (or other e-mail distribution platforms)
- Knowledge of website design and maintenance.
- Knowledge of various social media platforms (Facebook, Instagram, Twitter, etc.) and their uses for non-profit and religious organizations.
- Knowledge of emerging trends in communications among non-profit and religious organizations
- Satisfactory completion of background check.
- Satisfactory completion of Safeguarding God's Children training – made available online at time of hire through the Episcopal Diocese of Western North Carolina.

For more information or to apply, contact Fr. Andrew Hege, Rector (rector@stmaryofthehills.org).

Applications should include a cover letter and resumé with references.