

Communications Coordinator - Interim

The Church at Severn Run

Organization: The Church at Severn Run

Employment Status: Interim; Part-Time (15-20 Hours per week, including Sundays) - On Site only

Start Date: ASAP

Overview

The Church at Severn Run is seeking a passionate and creative Part-Time Communications Coordinator to manage and enhance our church communications and outreach efforts. This role will be instrumental in engaging our congregation and the wider community through effective communication strategies across multiple platforms.

Key Responsibilities

- **Communications Management:** Create, edit, and distribute all church-related communications, ensuring messages align with the church's mission and values.
- **Social Media Strategy:** Develop and implement a comprehensive social media plan to promote church activities, events, and initiatives. Monitor engagement and respond to inquiries.
- **Newsletter Production:** Write, design, and distribute a monthly newsletter that highlights upcoming events, announcements, and inspirational content for the congregation.
- **Graphic Design:** Create visually appealing graphics and promotional materials for use in both digital and print formats, including social media posts, flyers, and event signage.
- **Collaboration:** Work closely with church leadership and ministry teams to gather content and ensure consistency in messaging across all communications.
- **Event Promotion:** Assist in planning and promoting church events, ensuring effective communication through various channels to maximize participation.
- **Website Updates:** Regularly update the church website with relevant content, ensuring information is current and accessible to visitors and members.

Qualifications

- Bachelor's degree in Communications, Marketing, Public Relations, or a related field (or equivalent experience).
- Strong writing and editing skills, with the ability to adapt tone and style for different audiences.
- Proficiency in social media platforms, graphic design tools (e.g., Canva, Adobe Creative Suite), and newsletter software (e.g., Mailchimp).
- Experience in church or nonprofit communications is a plus.
- Ability to work independently and collaboratively within a team.
- Strong organizational skills and attention to detail.
- A commitment to the mission and vision of The Church at Severn Run.

Application Process

Interested candidates should submit a resume and cover letter detailing their relevant experience and explaining their interest in this role to patrice.lyle@severnrun.com.