

## **The Parish of St. John the Evangelist, Duxbury Communications and Business Development Specialist Job Description**

### **Overview**

St. John the Evangelist Episcopal Church in Duxbury, Massachusetts is seeking a Communications and Business Development Specialist to provide leadership, management, and oversight of communications for its growing church and marketing of its reception hall to the general community. The successful candidate is an organized individual and well-versed in all forms of media and sales for all target audiences.

### **Qualifications:**

- One to three years of proven communications and marketing experience.
- Bachelor's degree in communications, marketing, or other related field is preferred.
- Proficiency in social media management and marketing software.

### **Required personal attributes and skills:**

Communication	Technology	Multi-tasking
Integrity	Sales	Time management
Dependability	Marketing	Detail oriented
Initiative	Customer-service oriented	Interpersonal
Writing	Flexibility	Analytical

**Part-time: 20 hours/week**

**Salary: \$30,000 + commission**

**Reports to Rector**

**Benefits: negotiable**

**Vacation: 1 week plus Federal holidays**

**Work is to be performed on site during 3-month probationary period; with increased flexibility thereafter**

### **Key Responsibilities:**

#### ***Creates communications to target audiences:***

- Collaborates with Clergy, staff, program leaders, and parishioners to ensure clear and consistent messaging across all channels.
- Updates and maintains the parish website.
- Creates social media content and tracks metrics.
- Provides graphic design for use in communications and marketing.
- Creates multi-layer communications strategies to reach all target audiences (e.g. podcasts, reels, posts, videos, emails, newsletters, flyers, etc.)
- Creates content for weekly electronic weekly newsletter (*Tidings*).
- Assists Clergy, staff, and ministries with special projects.
- Evaluates and recommends enhancements to communication technologies/channels to ensure optimal effectiveness.

- Supports the planning and execution of parish-wide events and programs.

***Promotes and sells lease of reception (parish) hall and industrial kitchen:***

- Creates policies and pricing structure for parish and non-church related catered events.
- Creates marketing materials for the hall and kitchen to promote catered events to the parish and surrounding community (e.g. baptism luncheon, bridal shower, birthday parties, etc.)
- Promotes the use of the parish hall and kitchen to various outlets in the community via calls, social media, and other outlets.
- Coordinates with the Parish Administrator re. the common calendar to ensure smooth scheduling of space for parish and non-parish use of reception hall.
- Coordinates with Sexton re. the room set-up and breakdown for scheduled events.
- Trains users on the policies and use of the industrial kitchen.
- Coordinates with parish ministries re. the appropriate use and maintenance of the kitchen and parish hall.
- Coordinates with the local Fire Department re. annual inspections of the space.
- In the absence of the Sexton, assists in setting up for meetings/events.

**To apply: Please send a cover letter and resume to the hiring team at [Development@StJohnsDuxbury.org](mailto:Development@StJohnsDuxbury.org)**