

CHRIST^{THE} KING

Title: Communications Coordinator
Job Type: Part-time (20 hours)
Hourly wage: \$20 - \$25 / hour, depending on experience

Position Summary

Christ the King (CTK) is an Anglican Church in Alexandria, VA. Average Sunday attendance is 300 souls. Staff consists of two full-employees and eight part-time office employees. The Communications Coordinator will oversee internal and external communications to include weekly production of Sunday leaflet, church-wide emails, and social media, as well as ensuring relevant and timely materials available on the church's bulletin boards. The position requires working from the office 20 hours per week, typically 9:00 am - 2:00 pm on Monday through Thursday.

Specific Duties and Responsibilities

- Quality control and production (to include printing) of the weekly service leaflet (Adobe InDesign)
- Quality control and production (to include printing) of special booklet for education and formation, services for funerals and/or weddings, baptism certificates, or other functions (Adobe InDesign)
- Download the weekly sermon to create a podcast using iMovie
- Update and ensure consistent and accurate information on the church's website (Squarespace)
- Ensure proper functioning of the copier (to include maintaining inventory of toner, toner cartridges, staples, and paper)
- Send the with weekly reminder to Sunday volunteers
- Communicate with event volunteers regarding their special event such as special guest speakers, date night, and/or other church-wide events like Food Truck Tuesday, potlucks, and gift drives
- Create and post accurate and quality content for social media (Facebook, Instagram) (Canva, Adobe InDesign)
- Monitor and order office supplies, as needed
- Assist in administrative duties for the Rector, as needed

Qualifications

- Supportive of Christ the King's mission
- Friendly and helpful to staff and visitors
- Strong editing and writing skills
- Proficiency with Adobe InDesign, Squarespace, iMovie
- Familiarity with Facebook and Instagram
- Attentive to detail
- Willingness to assist where needed

Desired start date: as soon as possible

To apply, please send your cover letter and resume to HR@ctkalexandria.org.

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