Part-time Communications Director for Christian Church

Parish Overview: Saint Gabriel the Archangel Episcopal Church

Saint Gabriel the Archangel was established in 1960 in Cherry Hills Village and welcomes an average Sunday attendance of 160. In addition to proclaiming and celebrating the good news of Jesus Christ, we provide outreach services to neighbors near (such as MetroCaring food bank, Saint Francis Center homelessness day shelter, HAAT Force South Metro cold weather housing vouchers, and Bessie’s Hope) and far (Jamaica Medical Mission and the Colorado Haiti Project). For more information, please visit our website at www.stgabriels.org to learn about our ministries, current staff, and vision.

Nature of Position:

The Communication Director position is part-time (15 hours a week) and requires: strong organizational skills, computer and technological savvy; knowledge of web and social network communications; and a demonstrated ability to self-motivate and work by oneself. The position offers a flexible work schedule and the Director may work from home with some required in-office hours such as weekly staff meetings. The Communications Director serves a key role in supporting the congregation’s mission and vision by facilitating parish communications and supporting the Rector’s calling as shepherd and servant-leader.

Knowledge, Skills, and Abilities Required:

1. Creatively employs word and image-based communications utilizing Microsoft Word, Publisher, PowerPoint, Constant Contact, Weebly (website) and other applications
2. Ability to manage multiple tasks
3. Ability to create content and meet weekly publication deadlines
4. Strong organizational skills
5. Highly motivated team player
6. Communicates clearly and effectively in verbal and written communication
7. Exhibits patience, sensitivity, and flexibility
8. Ability and desire to learn new skills and applications

Education and Experience Requirements:

Minimum requirements include a demonstrated proficiency in computer applications and experience in content creation. A writing sample must be attached to the applicant’s resume. A college degree is preferred but not required. In lieu of a degree, an applicant’s relevant work experience will be taken into consideration. Preference will be given to candidates with experience in Christian ministry work and/or who have a demonstrable understanding of and appreciation for the Episcopal Church and Anglican tradition.

Salary: $17-$20 per hour depending on experience.

Application process:

If interested, please apply with a cover letter, references, resume and writing sample to the Rev. Chris Ditzenberger, Rector – cditzenberger[at]stgabriels.org.