

Trinity Ecumenical Parish, Moneta VA
Parish Communications Specialist
Position Type: Full-time
Reports To: Pastor(s)

Position Summary

The Parish Communications Specialist is responsible for planning, developing, and executing internal and external communications that support the mission, ministries, and outreach of the parish. This role ensures clear, consistent, and engaging messaging across all platforms, strengthening connections among parishioners, staff, ministries, and the wider community.

Key Responsibilities

Internal Communications

- Develop and manage communication systems that support parish staff, clergy, and ministry leaders
- Coordinate and distribute internal announcements, calendars, newsletters, bulletins, and staff communications
- Websites: regular maintenance and updates; develop/implement content, style and branding
- Digital media regular posts and distributions on Facebook, E-Letter and special emails
- Weekly worship bulletins and announcements (create, proof, finalize working with Music Director, preaching Pastor)
- Bulletins seasonally as needed (Lent, Advent); compose and schedule mass emails (via Constant Contact)
- Notices: Weekly worship reminder emails; as needed: death, weather-related, etc.
- Stewardship Mailings (coordinate letter/envelope printing, merging with Excel data for custom letters; handle updates to Excel spreadsheet as needed)
- Ensure timely and accurate sharing of parish information across departments and ministries
- Maintain consistency in tone, messaging, and branding across all internal materials

External Communications

- Manage parish website content, ensuring information is current, accessible, and mission-focused; develop/implement content, style and branding
- Create and schedule content for social media platforms to promote parish events, ministries, and initiatives
- Draft and distribute press releases, community announcements, calendar of events, and external communications as needed
- Coordinate marketing and promotional materials for parish events, programs, and liturgical seasons
- Serve as a point of contact for external communication requests and media inquiries, as appropriate

Office Administration Assistance

- Assist the Office Manager with administrative duties such as assisting visitors during office hours, answering the phone, making copies, scheduling appointments, etc.
- Assist with new visitor contact and follow through.

Content Development & Design

- Write, edit, and proofread content for print and digital platforms
- Collaborate with clergy and staff to translate parish vision and ministry goals into clear messaging
- Maintain a consistent visual and editorial identity aligned with parish guidelines
- Assist in current and developing and implementing a parish-wide communications strategy
- Track communication effectiveness and recommend improvements
- Support crisis or time-sensitive communications when needed

Qualifications

Education

- Bachelor's degree in Communications, Marketing, Journalism, Public Relations, Graphic Design, or a related field preferred
- Equivalent combination of education and relevant experience may be considered

Experience

- Preferred: 2–5 years of experience in communications, marketing, or a related field
- Experience managing websites, social media platforms, and digital communication tools
- Strong editing skills with attention to detail
- Experience with content management systems, email marketing platforms, AI assistance tools, basic graphic design tools (e.g., Canva, Adobe Creative Suite), and Microsoft Office tools such as Word, Excel, Powerpoint, etc.,

Skills & Competencies

- Excellent written and verbal communication skills
- Strong organizational and time-management abilities
- Ability to manage multiple projects and meet deadlines
- Collaborative mindset with the ability to work with clergy, staff, and volunteers
- Understanding of and respect for Presbyterian, Lutheran and Episcopal liturgical traditions, teachings, and parish life
- Ability to maintain confidentiality and exercise discretion

Working Conditions

Occasional evening or weekend work is required to support parish events and liturgical seasons. This is a salaried full-time position where in-office work is mandatory.

Health care benefits are provided by the Parish. The Communications Specialist may pay for family members' coverage. Vacation, holidays and medical, dental or family leave benefits are outlined in the Personnel Policies and Procedures manual (page 7).

Salary range is \$48,000 to \$58,000 annually, commensurate with experience.

Please submit resumes to: search@trinityecumenical.org
(Please reference Communications search)