

## Parish Communications Coordinator

Saints Peter and Paul Greek Orthodox Church in Glenview, IL is seeking a part-time communication coordinator who will assist with parish communications under the direction of the Parish Administrator. Those interested should send a resume and CV to [parishadmin@ssppglenview.org](mailto:parishadmin@ssppglenview.org) for consideration.

**Level of work:** Part-time

**Reporting/Relationships:** The Parish Communications Coordinator will report directly to the Parish Administrator.

**Duties and responsibilities (include, but not limited to):**

- Producing and coordinating marketing materials (using programs such as canva) for church events and ministries.
- Updating website with current events (training will be provided).
- Creating sign-up forms on the website for church events training will be provided).
- Adding blog posts to website and social media.
- Creating Facebook events.
- Populating Flickr account with recent photos.
- Creating and sending weekly update emails through MailChimp or Constant Contact (training will be provided).
- Sending communication submissions/event set ups to the parish administrator.
- Attending staff meetings.

**Knowledge, Skills & Abilities:**

- Strong written, oral and electronic communication, including email and text messaging.
- Demonstrated ability successfully collaborate with and offer assistance to people of many backgrounds and needs and personalities.
- Facility with computers and electronic communications, as well as various software programs for word processing, presentation production, data management, experience with Adobe Suite is preferred.
- Experience and demonstrated ability with all forms of social media, including, not limited to: Wordpress, Facebook, Twitter, Instagram, and Pinterest, as well as website updating.
- A successful applicant is dependable, dedicated, highly organized, sincere and a independent worker. Demonstrated ability and experience navigating the dynamics of a church office is also key, with highly developed "people skills" and the ability to communicate well and effectively via phone, email, text or in person.

**Qualifications:**

- A successful applicant will have a majority of the following attributes and credentials:
- Evidence of high school graduation or a Graduation Equivalency Degree (GED)
- Evidence of completion of a course of study in Graphic Arts, Digital Media and Marketing, Electronic Publication, and at least, two (2) years of experience.
- Some ministry experience, whether paid or volunteer is helpful.
- Does not have to be a Greek Orthodox Christian but familiarity with the Orthodox Church is helpful.

**Job Parameters**

- 8-12 hours per week (average)
- Salary- commensurate with experience; competitive
- Can work remotely, but onsite work and meetings may be required periodically.

**Contact:**

Those interested should send a resume and CV to Sandra Glisic, the Parish Administrator, at [parishadmin@ssppglenview.org](mailto:parishadmin@ssppglenview.org) for consideration.