



## JOB DESCRIPTION

### Position Title

Marketing and Communications Specialist

### Employment Classification

Regular full-time non-exempt

### About Grace Cathedral

Grace Cathedral is San Francisco's Episcopal cathedral for everyone. Our mission is to reimagine church with courage, joy and wonder in all that we do. Grace is a place of community, spiritual practice, social justice, music and the arts, offering beautiful services seven days a week and yoga on Tuesday evenings. We take courageous stands to advance environmental stewardship, citizen awareness, early education, gender and LGBTQ justice, racial justice, an end to gun violence, and care for seniors. The cathedral regularly hosts concerts, dance performances, lectures by notable figures and art exhibits throughout the year.

### Position Summary

Reporting to the Director of Marketing and Communications, the **Marketing and Communications Specialist** plays an essential role in communicating to new and established audiences about the cathedral's diverse and dynamic offerings and building our engagement with and impact on the city and the world.

### Primary Duties & Responsibilities

- Implement marketing and communications plans for cathedral events, programs and projects according to brand promise, guidelines and style guide
- Write compelling copy for the cathedral's diverse spiritual, social justice and congregational offerings, for the web, e-newsletters, and other publications and platforms
- Oversee and update the weekly congregational bulletin
- Keep the website up to date
- Create and post social media for the cathedral's Facebook, Instagram, YouTube and Twitter accounts
- Use Google analytics and similar tools and data to track and report on results of marketing and communications efforts

- Take and edit captivating photos and video of cathedral life
- Create and/or oversee freelance graphic designers to produce effective print and digital collateral
- Manage marketing and communications files, digital and print
- Attend select cathedral events to document, photograph or otherwise support them

### **Skills & Experience Required**

- Minimum 3 years of experience in marketing and communications
- Bachelor's degree
- Excellent writing skills and experience writing copy
- Experience in website updating and management/CMS
- Excellent understanding of social media platforms and experience using them professionally
- Basic photography and video skills; ability to take engaging photographs and quality videos and perform basic editing
- Basic graphic design skills; e.g., experience using InDesign or similar and/or experience overseeing the production of printed collateral such as banners and postcards

### **Personal Qualities Required**

- Alignment with and commitment to the mission, vision and values of Grace Cathedral
- Familiarity with religious communities
- Professionalism, strong work ethic, self-starter, team orientation and commitment to quality
- Flexibility to work outside regular business hours to attend occasional cathedral events that occur during evenings and weekends
- Strong relationship skills that optimize your connection with diverse cathedral communities such as members of the congregation, the board of trustees and donors

To apply, please send a résumé and cover letter to [jobs@gracecathedral.org](mailto:jobs@gracecathedral.org)

**Grace Cathedral is an equal opportunity employer.**

**We celebrate diversity and are committed to creating  
an inclusive environment for all employees.**