

JOB DESCRIPTION

Job Title: Communications Coordinator

Reporting Relationships

Reports to the Director of Marketing and Communications

Job Summary

Grace Cathedral is a vibrant Episcopal cathedral, a landmark institution visited by tens of thousands of visitors a year, a force in social justice, a home to an exciting menu of cultural events and also the site of a unique weekly yoga gathering attended by hundreds of people from across San Francisco and the Bay Area.

The Communications Coordinator handles communications about the congregation and spiritual life at Grace Cathedral, with the main communication platforms being the Sunday bulletin, the cathedral website, emails and e-newsletters, social media and printed materials such as postcards and posters to publicize spiritual life events. The Communications Coordinator also supports the Marketing and Communications team on non-congregations communications, e.g., communications about the cathedral's many cultural events. S/he will also spend part of each week assisting in the Development Department, with data-entry and other tasks related to fund-raising and building our donor community.

The position requires experience implementing communications in a collaborative environment with a strong brand. The ideal candidate will have educational, work or personal experience in at least four of these areas:

- demonstrated excellent writing skills;
- some experience in graphic design, ideally with InDesign;
- experience in posting content to and updating/troubleshooting websites (HTML a plus);
- understanding and utilization of social media platforms;
- broad familiarity with taking photographs/video with a smart phone or camera;
- familiarity with Raisers' Edge or similar fund-raising/donor data systems and with donor engagement would be a plus; and
- knowledge of and/or interest in religion, and an affinity for the values of Grace Cathedral.

Employment Classification: *full-time, non-exempt*

Primary Duties and Responsibilities

- Coordinates the development and execution of the weekly Sunday bulletin and periodic email/newsletter communications to the congregation.
- Participates as a full member of the Marketing and Communications team by implementing email marketing, social media, web content and collateral for congregational initiatives and programs. Candidate will report on spiritual life, especially programs relating to cathedral liturgy, congregational life, yoga and labyrinth offerings, and other programs and projects that embody spiritual life at Grace Cathedral.

- Creates, uploads, and edits content on the Cathedral's website.
- Sources marketing and social media content, including photography, video and copywriting.
- Creates graphic and digital design components such as web banners, breezeway posters and invitations.
- Assists with data-base entry and related work in the Development Department.
- Participates in cultural and development programs as needed.

Qualifications Required

- Bachelor's degree.
- 1-3 years of relevant experience (internship experience will be considered)
- At least four of the skills/experience listed above under "Job Summary"
- Ability to identify priorities and adjust to changing priorities quickly in a fast-paced environment.
- Detail-oriented and a quick learner with high standards for work output.

Personal Qualities Desired

- Commitment to the mission of Grace Cathedral and to the organization's strategic goals.
- Strength in work ethic, team orientation and commitment to quality.
- Ability to set a regular schedule and also allow for some flexible hours to attend select cathedral events. Schedules are largely determined in advance, and may differ from week to week.
- Strong relationship skills, including ability to work with all levels of staff and to work among key cathedral constituents, including members of the congregation, board of trustees and community partners.
- A commitment to professionalism and diversity in the workplace and beyond, as well as an instinct for sensitive issues that require discretion and judgement.
- A familiarity with the Bay Area cultural community and interfaith community is a plus.

About Grace Cathedral

Grace Cathedral is home to a community where the best of Episcopal Christian tradition courageously embraces innovation and open-minded conversation, where inclusion is expected and people of all faiths are welcomed, where beliefs are put into action and where people are encouraged to seek God and progress on their own spiritual journey. This renowned San Francisco landmark serves as a regional magnet where diverse people gather to celebrate, seek solace, converse and learn. Many people walk through our doors every day and all are welcome. They come to participate in worship and other services, to walk the labyrinths, to seek a peaceful place, to pray, or to simply visit the third largest Episcopal Cathedral in the United States.