



OPEN POSITION

Marketing and Communications Specialist

Working at Grace Cathedral

Grace Cathedral is San Francisco's Episcopal cathedral for everyone – a place of inclusive community, worship and spiritual practice, social justice, music and the arts, yoga and more. We work actively for racial, gender and LGBTQ+ justice, environmental stewardship, citizen awareness, support for seniors, and an end to gun violence.

You may know Grace Cathedral as a glorious house of prayer and healing for all people, a magnificent architectural treasure and a venue for inspired and provocative cultural and arts exhibits and performances throughout the year. But Grace Cathedral is also a great place to work!

Our mission is re-imagining church with courage, joy and wonder.

We celebrate diversity, are committed to anti-racism and seek job candidates who will bring their unique experience to enrich our culture and organization.

For lay positions, it is not required to belong to or practice a particular faith in order to work here, but everyone on our team should be aligned with the vision, mission and values of Grace Cathedral and contribute to achieving its strategic goals.

Position Summary

Reporting to the Senior 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. The work week for this position is generally Monday through Friday but requires flexibility to work evenings, weekends and holidays as needed.

Primary Duties and 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
- Lead the management and delivery of the Email Marketing program. This includes working collaboratively with internal teams to curate, create, optimize and strategically prioritize content for specific audiences.
- Oversee and update the weekly congregational bulletin

- Work collaboratively with the Content Marketing Managers to 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, report on and optimize 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
- Attend meetings and trainings as assigned
- Other duties as assigned

Skills and Experience Required

- Alignment with the vision, mission and values of Grace Cathedral and commitment to contribute to achieving its strategic priorities and goals
- Must be fully vaccinated against COVID-19 and follow all public health practices required by the Cathedral
- Minimum 3 years of experience in marketing and communications
- Bachelor's degree in Marketing, Creative Writing or Graphic Design.
- Excellent writing skills and experience writing copy
- Experience in website updating utilizing WordPress 5.5+ and management of CMS
- Experience with Constant Contact is required
- 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
- 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, collaborative spirit and commitment to quality
- Flexibility to work outside regular business hours on a rotational basis with other team members to attend 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
- Essential functions and duties require being able to use a telephone, computer keyboard and monitor for extended periods. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions.
- Criminal background clearance required post-offer

Compensation and Benefits

Our benefits package includes medical, dental and vision coverage, a retirement plan with a 5% employer contribution and up to 4% employer match, paid vacation and sick time, and 14 paid holidays a year including your birthday.

Application Procedure

- Email cover letter along with résumé to jobs@gracecathedral.org
- Include position title in the email subject header
- No faxes or phone calls please