



Cathedral of St. Paul | 134 West Seventh Street | Erie, PA 16501  
St. Mark's Episcopal Church | 4701 Old French Road | Erie, PA 16509

### **Coordinator of Digital Communication and Print Media**

The Cathedral of St. Paul and St. Mark's Episcopal are in creative collaboration in order to grow the love of God in the city of Erie; we are independently sustainable but believe in partnering for the kingdom. The Coordinator of Digital Communication and Print Media will have responsibility for all internal and external communication for the parishes, including print, audio/visual, and digital methods. This position is a salaried position with family healthcare, pension plan, and vacation/sick days. The scope of responsibilities include:

- Develops, with other staff, strategies for consistent messaging across all media, inside and outside the parishes, and develops a style guide.
- Oversees the design and production of all print and digital communication, including e-newsletters, annual reports, stewardship materials, posters, and service leaflets.
- Manages and maintains both websites, ensuring effective messaging and updating the material regularly; monitors need to redesign website to respond to changing trends in digital landscape and usage.
- Coordinates all photography for parish events and maintains a database of images.
- Coordinates and aggressively maintains content for social media channels.
- Promotes church events to media and community outlets as needed.
- Coordinates and oversees the live-streaming of services in both parishes.
- Designs, produces, or works with vendors on signage and banners.
- Other duties or program responsibilities as assigned by the Dean or Associates; may include further diocesan responsibilities as time permits.

### **Position Requirements:**

- One year experience is preferred. At a minimum, a bachelors degree and internship in the related field of graphic design, visual communication, strategic communication, or other is required.
- Ability to write and communicate well.
- Experience with strategic and long-term planning.
- Knowledge of a variety of social media and digital platforms and competency in strategically using them.
- Command of industry standard Adobe Programs such as Photoshop, Illustrator, InDesign, and XD as well as software such as Canva and Wordpress.
- Knowledge of Google Ads and Google Analytics.
- Ability to work collaboratively and independently; capable of flexibility and adaptability.
- Creativity in thinking, sound aesthetic judgment, and a willingness to learn new skills.
- Work schedule varies, but includes Sunday mornings and some evenings.
- Appropriate clearances as required by the Diocese of Northwestern PA.

**To Express Interest:**

Please send cover letter, resume, and portfolio website URL or sample works to The Very Rev. Melinda Hall at [mhall@cathedralofstpaul.org](mailto:mhall@cathedralofstpaul.org). Applications are accepted and interviews are conducted on a rolling basis.