

St. Paul's Episcopal Church, Ventura
Director of Evangelism and Communications

St. Paul's Mission:

We follow Jesus, nurture ministries and welcome all.

Position Overview:

St. Paul's seeks an energetic and outgoing leader experienced in communications and enthusiastic about encouraging people to join us as we seek to serve the community and world through our ministries. The primary goal of this position is to help support and grow our church through communications, evangelism/outreach, and new member incorporation.

This position is part of the Comprehensive Growth Project, a fully funded three-year project designed to help our existing members to learn, grow and deepen their relationship with God and bring in new people by expanding these and other ministries.

The incumbent will report to the Rector, and will also receive direction from the Parish Administrator. He/she will work in partnership with the Comprehensive Growth Project Oversight Committee (CGPOC) and other committees of the church, including the Communications Committee (Digital Disciples), to assist with communications and recruitment, motivation and support of volunteers and projects.

Roles and Responsibilities:

Communications

- Create a comprehensive communications calendar for the church organizing communications, promotions, events and social media presence.
- Create interesting and creative posts, promotions, articles, ads, presentations and press releases. Occasionally take pictures at church services and events for use on Social Media.
- Use advanced social media tools and analytics on various platforms.
- Contribute to local and diocesan news publications.
- Keep website content current.

Evangelism/Outreach

- Research programs and practices for church growth, especially, but not limited to the Episcopal Church.
- Foster active relationships with varied audiences including those affiliated with local hospitals and colleges.
- May involve opportunities to organize outreach and service projects.

New Member Incorporation

- Be present on Sundays greeting new members and helping them to feel comfortable, welcome and empowered with the information they need.
- Investigate options for new member incorporation and work with the rector and leadership teams to implement an appropriate program that allows new members to be oriented and fully embraced by the community.

Administrative/Volunteer Support

- Cover the reception desk when needed.
- Assist administrative staff with special projects and ongoing activities.
- Assist with church fundraisers.

Qualifications:

- Demonstrated experience in communications and/or marketing.
- Confident communication skills with excellent verbal and written skills.
- Self-motivated with a positive, flexible and professional approach.
- Excellent interpersonal skills and ability to maintain confidentiality.
- Knowledge and experience with social media as a means of communication and interaction.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Publisher) , Google Suite, Facebook, Twitter, Instagram, Constant Contact.
- Familiarity with the Episcopal Church a plus, or willingness to learn.
- Graphic design skills helpful.

Work Environment:

Must be able to work Sunday mornings as well as two weekdays at our office in Ventura. Expected to participate in regular meetings of the Outreach Committee, Digital Disciples and Comprehensive Growth Committee. A monthly report to the CGPOC and occasional reports for the Vestry.

Candidate must complete the church's online safety and abuse-prevention education training, "Safeguarding God's Children" and "Safeguarding God's People" and authorize a standard background check and sexual offender registry check.

Position Available: Part-time, 15 hours per week

To apply:

Please send a resume and cover letter to Paula Robertson at office@saintpaulsventura.org or call 805-643-5033 with questions. The application will include paperwork, interview and a demonstration of written and oral communication skills, as well as a background check. Additional information may be found on websites for St. Paul's www.saintpaulsventura.org and The Episcopal Church www.episcopalchurch.org.