



Trinity Episcopal Church is seeking a talented and motivated **Communications Manager** to join our team in a part-time capacity. This position works closely with the Director of Advancement to manage and elevate our institutional communications, including social media, email, website, livestream, and print materials. The Communications Manager will ensure that our messaging is consistent, engaging, and in alignment with the mission and vision of Trinity Church.

**Key Responsibilities include:**

- Create and edit both visual and written content for various platforms (website, email, social media, print) in accordance with the church seasons and communications strategy.
- Prepare and manage two weekly email newsletters (Wednesday and Saturday) and Cadditional communications for special events, targeted invites, stewardship campaigns, announcements, and memorial notifications.
- Manage the Constant Contact database.
- Maintain and update the church website, including managing the calendar and making edits to content as needed.
- Develop, edit, and direct visual and written content for the church’s social media accounts (currently Instagram and Facebook).
- Create and manage social media ad campaigns.
- Engage with the online community by responding to comments and direct messages.
- Oversee the livestream schedule, coordinate technical maintenance, and manage livestream events on the church’s website.
- Edit and prepare livestream recordings for publication.
- Track and report on engagement metrics across digital platforms.
- Analyze trends and adjust communication strategies to increase engagement and effectiveness.

**Qualifications & Skills:**

- Strong and versatile copywriting abilities with attention to detail.
- Proficient in graphic design principles and creating visually compelling content, with a keen eye for brand coherence.
- Highly organized, with the ability to plan, coordinate, and manage multiple projects simultaneously.
- Creative and self-motivated, able to take ownership of projects and work independently.
- Strong interpersonal and communication skills, with an ability to collaborate across teams.
- Proactive problem-solving approach and ability to prioritize tasks effectively.
- Punctual, reliable, and committed to confidentiality.
- Professional, flexible, and collegial attitude.

**Education & Experience:**

- Bachelor's degree in Communications, Graphic Design, Marketing, or a related field.
- Proficiency in Adobe Creative Suite (particularly Adobe InDesign), Google Suite, Canva, and Microsoft Office products.
- Experience with website management and content maintenance.
- Familiarity with social media best practices, specifically for Instagram and Facebook.

**How to Apply:**

Interested candidates should send the following to **[aeastham@trinitynola.com](mailto:aeastham@trinitynola.com)**:

- Resume
- Cover letter
- Three examples of work (graphic design, email communications, or social media content)

This is an exciting opportunity for someone passionate about communications and eager to contribute to a vibrant community, working in the office or hybrid.

If you are creative, organized, and committed to making an impact through thoughtful and effective messaging, we encourage you to apply! Those interested in applying should send a resume, cover letter, and three examples of work to:

[aeastham@trinitynola.com](mailto:aeastham@trinitynola.com).

Trinity Episcopal Church provides equal employment opportunities to all employees and qualified applicants for employment without regard to race, color, sex, religion, ancestry, national origin, citizenship, marital status, familial status, age, sexual orientation, gender identity, genetic information, pregnancy, childbirth or related medical conditions, disability or any other protected category in accordance with applicable Federal, State, and local laws.