

## **Coordinator of Communications (Part-Time)** **Christ Church Westerly | Westerly, Rhode Island**

Christ Church Westerly is a historic Episcopal parish, founded in 1834, with a rich tradition of Anglican worship and music. We are a welcoming congregation whose mission is "**To Know Christ and Make Christ Known.**" Our vision is to be a spiritually vibrant, growing, multi-generational church.

We are seeking a **Coordinator of Communications** to oversee and coordinate the parish's print and digital communications, including publications, social media, photography, video, and promotional materials. The position also includes assisting with select administrative duties as part of the church office team.

### **Qualifications**

- An active Christian faith and support for the mission and ministry of Christ Church.
- Strong collaboration and communication skills; ability to work closely with clergy, staff, and volunteers under the supervision of the Parish Administrator.
- Proficiency with Microsoft Office and publishing software, along with strong general technology skills.
- Experience creating digital and print media, including social media, photography, video, and graphic design. Familiarity with AI tools is a plus.
- Episcopal Church experience is preferred but not required.
- Familiarity with church management software such as Planning Center is a plus.

### **Position Details**

- Part-time, approximately **15 hours per week**.
- Includes regular weekday office hours and occasional weekend events.
- Responsibilities and schedule may be tailored to the skills and experience of the successful candidate.
- Competitive compensation based on qualifications and experience.

### **To Apply**

Please send a cover letter and résumé to:

**Kristy Allardyce, Parish Administrator**  
[ParishAdmin@ChristChurchWesterly.org](mailto:ParishAdmin@ChristChurchWesterly.org)

**& The Rev. Dr. Kevin Goodrich, OP, Rector**  
[FatherGoodrich@ChristChurchWesterly.org](mailto:FatherGoodrich@ChristChurchWesterly.org)