

JOB DESCRIPTION

POSITION NAME: St Michael's Communications Director (maternity leave)

FUNCTION & PURPOSE

To direct and execute communications for St Michael's Anglican Cathedral, Wollongong, so as to promote effectively St Michael's, its events and activities, and resource church members and staff for connecting in a relevant way.

PAYMENT ARRANGEMENTS

The Communications Director will be a part-time (0.8 FTE), fixed-term position (18 months, starting May 2025), where the remuneration has been calculated with reference to the *Clerks – Private Sector Award 2010*. PAYG income tax instalments are deducted as appropriate. Current pay rate is **\$30.13 per hour** (or part thereof); the role is up to 27 hours/week over 4 days (negotiable), however monthly staff meeting attendance (Mondays) is a requirement.

KEY RESPONSIBILITIES

- Social media coordination and digital marketing: manage and grow our social media presence (Facebook, Instagram, Spotify) and online presence/visibility. This is likely to include responding to enquiries via these and other platforms.
- Marketing and events promotion (print and digital): develop materials like postcards, digital banners, posters etc to support event promotion
- Oversee production of video, print, digital and written media (graphic design, photography, blog posts/articles, videos) to promote events, activities, ministries and other important news.
- Oversee volunteers in design, photography, videography etc.
- Coordinate and determine E-News (oversight of a fortnightly church email outlining events and news for members) and notices (Sunday announcements and mission/ministry/member spots)
- Website maintenance (keep current with blog articles, images, event information etc)

WORKING RELATIONSHIPS

In Anglican church structure, the Communications Director is employed by and responsible to the Wardens, but for the performance of his/her duties is supervised by the Parish Administrator. Given the role, there are collaborative relationships with the Senior and Assistant Ministers, as well as coordinating some volunteers.

GENERAL CONDITIONS

- St Michael's supplies a computer in the office, for monitoring social media the employee will need to use their own device.
- The primary duties are performed on a Monday and Wednesday at present. This may be negotiable, and there is some flexibility with respect to days and hours, however monthly attendance at staff meetings (Mondays) is a requirement.

ESSENTIAL CRITERIA

- Strong written and oral communication skills
- Strong interpersonal, planning and organisational skills
- Experience in print and digital media
- Ability to work cooperatively in a team environment
- A convinced Christian with a desire for godly living, regularly participating in the life of an evangelical church.

DESIRABLE CRITERIA

- Bachelor level degree appropriate to the position (e.g. Communications, marketing) and 1-2+ years experience in similar fields of work
- Familiarity with websites (i.e. Wordpress), church management software (Elvanto), social media, graphic design, video editing software etc.
- Skilled in writing/editing
- Experience in a Christian ministry organisation

To apply:

Send a short cover letter outlining relevant qualifications and experience, and a CV to Catriona at administrator@wollongonganglican.org by 21 April 2025. Please also contact Catriona, Mark (Senior Minister) or one of the Wardens if you have any further questions.