

ROLE: COORDINATOR FOR COMMUNICATIONS
DIVISION: ADVANCEMENT
DEPARTMENT: COMMUNICATIONS
REPORTS TO: DIRECTOR OF COMMUNICATIONS



The Coordinator for Communications helps bring the life and mission of Saint Michael and All Angels to life through thoughtful and engaging written, visual, and digital content. This role is a great fit for a creative, organized professional who enjoys telling meaningful stories, collaborating with others, and turning ideas into polished communications.

The position is hands-on and fast-paced, requiring strong attention to detail, flexibility, and the ability to manage multiple projects from request through publication. The Coordinator supports ministries, events, campaigns, and major church initiatives while helping ensure every communication is timely, accurate, welcoming, and aligned with Saint Michael's mission.

WHOM WE SEEK:

We seek a collaborative, organized, growth-oriented communications professional with strong writing and creative storytelling skills and experience supporting marketing, digital communications, photography, video, or other creative projects. The ideal candidate is comfortable coordinating multiple priorities, working with a variety of stakeholders, and helping projects move from initial request through completion in a complex, mission-driven organization.

DUTIES AND RESPONSIBILITIES:

- Coordinate communications requests from ministries, departments, clergy, staff, and lay leaders from initial submission through completion, gathering required information, tracking deadlines and approvals, and following up.
- Maintain communications projects, assignments, and the master calendar in the department's project-management system.
- Draft, edit, proofread, and format content for announcements, events, ministries, email, social media, websites, and internal communications.
- Ensure communications are accurate, clear, consistent, and aligned with Saint Michael's voice, messaging, and brand standards.
- Capture and edit photographs and basic video content that highlight worship, parish life, ministries, events, and major initiatives.
- Support the Digital Marketing Manager with website updates, email preparation, social media scheduling, mobile app content, and other digital communications.
- Adapt approved content for use across print, digital, video, signage, and other communications channels.
- Organize and maintain photographs, videos, templates, publications, project files, contact lists, and other communications assets.



- Assist with production, distribution, signage, mailings, event communications, and other departmental logistics.
- Serve as a helpful communications resource to staff and ministry leaders by providing clear guidance on processes, requirements, timelines, and next steps.
- Perform other job-related duties as assigned.

MINIMUM QUALIFICATIONS AND CORE COMPETENCIES:

- Bachelor's degree in Marketing, Communications, Public Relations, Journalism, or a related field; equivalent experience considered.
- One to two years of experience in communications, marketing, content creation, or a related creative role preferred.
- Strong writing, editing, and proofreading skills.
- Working knowledge of Adobe Creative Suite, including Photoshop, Premier Pro, Illustrator, or InDesign.
Working knowledge of project management software like as Wrike, Click Up or Monday.
- Photography experience; video capture and editing experience is a plus.
- Knowledge of social media platforms and content best practices.
- Basic understanding of websites, email marketing, digital communications, and analytics.
- Strong creative judgment, storytelling ability, and attention to detail.
- Ability to manage multiple projects, work collaboratively, and meet deadlines.

WE EXPECT OUR COORDINATOR FOR COMMUNICATIONS WILL BE...

- Aligned with our core values: Collaborative, Loyal, Effective, Kind, and Growth-Oriented; and our core focus: "Building Christian disciples for a transformed community."
- Dependable, detail-oriented, and committed to high standards of performance and integrity.
- A clear, thoughtful, and professional communicator.
- Creative, curious, and interested in sharing meaningful stories from across the parish.
- Committed to accurate, timely, welcoming, and mission-aligned communications.
- Proactive, flexible, and comfortable working independently and collaboratively.
- Able to support the operational and creative needs of the Communications Department while contributing to the broader vision of Advancement.

If you would like to apply, please submit a letter of interest and resume to Susan Mills, Operations Manager, Saint Michael and All Angels Episcopal Church, 8011 Douglas Ave, Dallas, TX 75225, or smills@saintmichael.org. No phone calls, please.

SALARY AND BENEFITS:

This is a full-time, in-office hourly position, Monday–Friday, 8:30 a.m.–4:30 p.m., with occasional evening or weekend events. Benefits include pension eligibility, medical/dental/vision coverage, PTO, specified holidays, paid parental leave, and a collaborative team environment. Salary and benefits are competitive and commensurate with experience.

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