

Job Opening May 1, 2022

Permaculture Project Assistant/Director of Online Communications

Christ Episcopal Church, St. Helen's Oregon

This is a quarter-time job, with an expectation of 10 hours/week. Hours are flexible, and much of the work may be done at home. The position reports to the minister of the church, with regular weekly meetings. Pay is \$1,000 per month.

As Director of Online Communications, the successful applicant for this position will upgrade the church website, including adding a section on the Permaculture Project and optimizing for searches. They will do ongoing refreshment and maintenance of the website. They will take photographs and use social media to raise awareness of Christ Episcopal Church and its events and activities in the broader community. They will coordinate with clergy and volunteers who are responsible for the print communications (bulletins, newsletters, and occasional advertisements).

As Permaculture Project Assistant, the successful applicant will help communicate about and build community support and input for the transformation of an acre of land from unused lawn to a community asset of biodiversity and healing. They will maintain a mailing list, help plan and publicize events, and create an online newsletter regarding progress. This project is expected to take three years, and has dedicated funding.

We are an equal opportunity employer, and the Episcopal Church is an open and affirming branch of sacramental Christianity. You can learn about this congregation and its church context at www.christchurchsthelens.org and www.diocese-oregon.org.

The candidate who is the right fit for this job might have education or experience in Communications, Community Development, or Marketing, They will have strong communications and website skills, using Wordpress, Google, and similar platforms. They will understand and be comfortable with social media trends and platforms, and be able to apply that knowledge to meeting the communication goals of the church. Knowledge of Columbia County is a plus.

Apply by sending a resume, with references, and a letter explaining what you would bring to the job, to Vicar Jaime Sanders at christchurchsthelens@gmail.com.