

Episcopal Church of the Redeemer
2944 Erie Avenue
Cincinnati, Ohio 45208
513-321-6700

Job Description

Job Title:	Assistant Minister for Communications
Date Description Created:	December 15, 2025
Full or Part-time:	Part Time/Salary (25 Hours/Week)
Supervisor :	Minister for Evangelism

Details:

- Position is for Sunday through Thursday.
- Salary range: \$35,000 - \$42,000

Responsibilities:

- Copywriting & Editing
 - Church of the Redeemer language
 - Print and media deliverables (i.e., social media, blog posts)
 - Monitor and follow communications planning submissions
- Website Content Management
- Strategy & System Implementation (in cooperation with the Minister for Evangelism)
 - Social media & editorial systems/guidelines
 - Event/Campaign Communications Plans
 - Communications Request System
- Relationship Development
 - Greet visitors and answer the phone or phone messages appropriately
 - Send monthly birthday and anniversary postcards to parishioners
- Create, manage, and distribute all print and digital deliverables
 - Posters
 - Signs
 - Emails
 - Parish-wide mailings
 - eSign (TV)
- Sunday presence includes:
 - Greeting congregation, including newcomers
 - Taking pictures of events and occurrences for social media presence
- Professional Development
 - Researching relevant tools in social media, marketing, community outreach, communications systems, platforms, etc.