Communications Assistant

Trinity celebrates diversity and is committed to creating a safe & nurturing environment for all employees. Administrative employees are not required to belong to any particular faith. All are welcome to apply!

Position Title	Communications Assistant
Job Category	Administrative
Status	Part-Time (19 hr/week), non-exempt
Compensation	$18/hr
Job Conditions	Onsite with work from home flexibility; days/time negotiable. Paid sick leave, 3 personal days, and 10 paid holidays per year. *Desired start date: Monday, June 6*

Position Summary

Trinity Episcopal Cathedral in downtown Portland seeks a part-time Communications Assistant to support the internal and external communications of the cathedral. This position will provide administrative support and project management for the Director of Communications & Marketing and the Calendar & Events Coordinator, in addition to general support for the day-to-day operations of the cathedral.

Projects vary but will include:

- Supporting the maintenance & logistics of the cathedral events calendar
- Assisting with website updates, event entries, and content management
- Managing registrations & logistics for classes and other events
- Performing basic audio/video editing
- Supporting the reception team, welcoming guests and answering phones as needed

Depending on candidate qualifications and experience, this position may also include support of email marketing/communications, graphic design, social media management, and production of promotional materials. We look forward to learning about your strengths and passions!

An ideal candidate will have:

- Strong communication skills, both verbal and written
- Excellent organizational skills and time management
- Ability to self-direct, prioritizing and independently completing tasks
- Flexibility and a willingness to learn new skills
- Basic proficiency in office management & marketing software (e.g. Wix/Squarespace, Constant Contact/Mailchimp, iMovie, Audacity, YouTube), and social media is preferred

Are you seeking a team of caring, talented colleagues? Is working toward a more compassionate world and greater social justice important to you? We'd love to hear from you!

Applicants should submit a cover letter & resume to Arwen Myers, Director of Communications, at arwen@trinity-episcopal.org by 5:00 pm on Thursday, May 19.

About Trinity Episcopal Cathedral:

Trinity is a progressive and welcoming congregation in Northwest Portland aspiring to radical hospitality: our doors swing wide to embrace people of many faiths and no faith. With approximately 1800 active members, we welcome thousands of guests and visitors each year for captivating classes and divine concerts, as well as our daily food pantry, which provides over 30,000 nourishing meals a year to our city's most vulnerable.

As an Equal Opportunity Employer, we celebrate diversity and are committed to creating a safe & nurturing environment for all employees regardless of race, ethnicity, beliefs, national origin, learning styles, disability, sexuality or gender expression. While we are a cathedral, lay employees are not required to belong to any particular faith. *Learn more at trinity-episcopal.org*