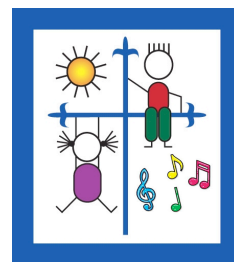




# CHRIST EPISCOPAL CHURCH

## BLOOMFIELD & GLEN RIDGE



*Growing in faith ~ Serving our neighbors ~ Creating community*

Christ Episcopal Church in Bloomfield and Glen Ridge has an opening for a part-time Director of Communications. Located at the corner of Park & Bloomfield Avenues, we are a community of faith that celebrates God's all inclusive and enduring love, respecting the dignity of all of creation. A member of The Episcopal Church, and part of the Anglican Communion, Christ Church was founded in 1858, and has been a voice for justice and peace in Bloomfield & Glen Ridge. The Nursery School of Christ Church serves over 100 children.

The Director of Communications will be the primary point of contact for communications into and out of the church office. This includes management of the church and the Nursery School websites, creation and printing of the weekly bulletins and quarterly newsletters, development of flyers, signs, and other graphic materials, letters and thank you notes, and responding to phone inquiries.

The Director of Communication will report to the Rector, and work with her to develop communications plans including Ads, signs, press releases, etc. We are looking for someone who works well with a variety of people and under tight timelines, is creative, and technically proficient in a variety of applications on both Windows and Mac platforms.

The right candidate will have expertise in Word, and experience with WordPress 3.x, Google Docs, and Constant Contact. Experience with ACS, Filezilla or other FTP programs, is a plus. Applicants should have experience working in an office, church experience is a plus, with Episcopal church experience preferred. Excellent written and verbal skills, attention to detail and deadlines, ability to work independently with minimal supervision, and strong organizational abilities required. Salary will be commensurate with experience. References required.

If interested, email resume to the Rev. Diana Wilcox at [rector@christchurchepiscopal.org](mailto:rector@christchurchepiscopal.org). Mailed or faxed applications will not be accepted.