



OF THE EPISCOPAL DIOCESE
GREAT LAKES

Part-Time Communication Assistant

Overview

The Episcopal Diocese of the Great Lakes is seeking a **Part-Time Communication Assistant** to support our functional communication efforts. This position offers flexibility, creativity and the opportunity to contribute to the life and mission of the diocese by helping to tell its story and live into our call to **embody the love of Jesus Christ with grace, hope, and joy.**

Position Details

- **Hours:** 15 hours per week (required target)
In the lead-up to and during special events (e.g., diocesan convention), there may be an opportunity for additional hours if the Communication Assistant is available.
- **Schedule:** Flexible, but must maintain and communicate a consistent schedule, with at least half of the hours occurring during regular business hours.
- **Location:** Remote work. No in-office requirement.
A local hire would be welcomed and accommodated for with in-office space at our Diocesan Offices in East Grand Rapids or Saginaw, if desired.
- **Reports to:** Director for Communication

Key Responsibilities

This position is a task/production-heavy role primarily oriented around essential regular weekly, monthly, and annual rhythms.

- Prepare and publish the bi-weekly diocesan e-newsletter, *The Feast Online*, and, on non-newsletter weeks, a simple one-page PDF mini newsletter, *The Feast: Bite-Sized*, to complement newsletter content
(MailChimp, Adobe InDesign)
- Coordinate and schedule mass emails in alignment with diocesan communication strategy
(MailChimp, Adobe Illustrator)
- Update website content in a timely way as-needed
(Elementor in WordPress)
- Prepare, post, and monitor content updates in the diocesan network platform
(Circle.so)

- Develop, design, and schedule social media posts in line with diocesan branding and communication guidelines and the diocesan communication strategy and schedule. (*Adobe Illustrator, Lightroom, Premiere, and Photoshop; Vista Social*)

Please note: *The Communication Assistant will not be responsible for managing difficult interactions on social media nor monitoring social media accounts outside of scheduled hours or logging in to diocesan social channels on their personal phone.*

- Communicate with supervisor and members of the diocese in timely, predictable, and reliable ways
 - Weekly 1:1 meetings with Director for Communication as an anchor to work planning and process
 - Monitoring and tracking shared work in project planning platform (*monday.com*)
 - Regular email communication with timely responses

Please note: *Timeliness will be relative to the Communication Assistant's weekly schedule; there is no expectation of email management outside of working hours.*

- As-needed check-ins with supervisor in ways that work best for and are agreed upon by the Communication Assistant and Director for Communication (phone calls, texts, instant messages, etc.)

Qualifications & Skills

- **Education/Experience:** Bachelor's degree in Communication, English, or a related field OR at least four years of relevant experience with demonstrated strong performance and/or growth
- **Strong written and visual communication skills** with consistent attention to detail
- **Strong time management and task/project prioritization skills**
- **Tech-savvy and adaptable**, with the ability and eagerness to learn new digital communication tools as they become available
- Familiarity with **Adobe Creative Suite** or a willingness and ability to learn
- Knowledge of **The Episcopal Church and Episcopal culture and structure** is strongly preferred
- The person hired for this role will be required to complete **Safe Church, Safe Communities** training within 90 days of start along with **Dismantling Racism** and **LGBTQ+ Cultural Competency** training at the first diocesan offerings of those trainings post-start.

Compensation

- **\$21.63/hour**
- **PTO**, above the state minimum, is accrued on a sliding scale based on number of years worked

How to Apply

Interested candidates should submit a résumé, a brief cover letter, one writing sample, and one graphic design or layout sample to rachel@greatlakesepiscopal.org. Applications received by June 16, 2026 will receive priority consideration.

The Episcopal Diocese of the Great Lakes is committed to fostering an inclusive and welcoming environment characterized by love and a commitment to honoring the dignity of every human. We encourage applications from individuals of all backgrounds who share our vision of clear, creative and engaging communication.



greatlakesepiscopal.org | (616) 319-2006

Diocesan House: 1815 Hall Street SE, Suite 200, Grand Rapids, MI 49506

Financial Offices: 124 N. Fayette Street, Saginaw, MI 48602

Find us on Bluesky, YouTube, Facebook, Instagram, and Threads

@greatlakesepiscopal