



The  
**EPISCOPAL CHURCH** *in*  
**CENTRAL PENNSYLVANIA**

## Communications Assistant and Interim Lead Communicator

The Episcopal Diocese of Central Pennsylvania is seeking a part-time Communications Assistant and Interim Lead Communicator to support the ministry of the Canon for Communications. The Communications Assistant and Interim Lead Communicator will work collaboratively with the Canon for Communications while she is in office, and will serve as the primary communicator during the Canon for Communications' leave.

**Status and Compensation:** 1099 contractor, \$35 per hour.

**Hours:** Approximately 20 hours per week when the Canon for Communications is in-office (April - June, second half of October - December). Approximately 30 hours per week while the Canon for Communications is on leave (July - first half of October).

**Date:** Starting as soon as possible, ending December 31, 2025.

**Schedule and Remote/Hybrid Status:** The Communications Assistant and Interim Lead Communicator's hours are flexible, with some availability 8 a.m. - 4 p.m. Monday-Friday necessary.

This position is primarily remote, with some in-person hours preferred. During the Canon for Communications' leave, it is preferred that the Communications Assistant and Interim Lead Communicator be in-person on Wednesdays from 8 a.m. - 4 p.m., however, remote attendance of Wednesday meetings will be considered for the right candidate.

On-site attendance at the Annual Diocesan Convention is required October 17-18, 2025, at the Hilton Scranton & Conference Center in Scranton, PA. All travel expenses will be covered by the Episcopal Diocese of Central Pennsylvania, and the Communications Assistant and Interim Lead Communicator will be compensated at their contracted hourly rate.

**To Apply:** Please email cover letter and resume to Erin Monaghan Kamran, Canon for Communications, at [ekamran@diocesecpa.org](mailto:ekamran@diocesecpa.org).

### Tasks and Responsibilities:

**Approximately April - June, second half of October - December**

- Social media posting (Facebook and Instagram)
  - Primary source of content is the diocesan newsletters. Additional scheduling requests will come from the Canon for Communications.
- Newsletter publication
  - Assist in drafting regularly scheduled emails including the monthly Diocesan Digest, monthly Clergy Digest, Weekly Video Spotlight, and occasional standalone emails. Assistance may include drafting newsletters in Constant Contact and working with the web designer to post content on the website.

- Graphic design
  - Assistance with graphic design (via Canva) for use in newsletters and social media.
- Story Writing
  - Draft compelling stories of ministries happening across the diocese. Stories are approximately 400-800 words, with two stories per month published on average.
- Eventbrite
  - Assist with Eventbrite registration creation and management as needed.
- Staff meetings
  - Attend monthly all staff meetings on the first Wednesday of the month from 9:30 a.m. - 12:00 p.m.
- Other duties as assigned
  - This may include occasional assistance on Survey Monkey, Formstack, and other special projects.

### **Approximately July - first half of October**

- Social media posting
  - Facebook and Instagram: Continue repurposing content from newsletters to social media. Additional requests may come from staff. Share content from Bishop Audrey Scanlan's personal page on Mondays. Expectation 3-4 posts per week.
  - YouTube: Weekly Video Spotlight to be posted each week on Fridays.
- Newsletters
  - Create and publish the monthly Diocesan Digest, monthly Clergy Digest, Weekly Video Spotlight (every Friday). Occasional standalone emails may be requested. Additional Convention emails will be drafted and sent periodically.
- Graphic design
  - Graphic design needed during this period is based on the newsletters. Monthly, this will include:
    - One feature graphic for the Clergy Digest.
    - One feature graphic and six supporting graphics for the Diocesan Digest.
    - One or two feature graphics for the Weekly Video Spotlight (on the fourth and fifth Fridays of each month.)
- Story writing
  - All articles published during this period will be drafted by other ministry leaders. The Communications Assistant and Interim Lead Communicator will proof all articles before distribution.
  - Articles to be posted will include the monthly reunification update article and select others.
- Website
  - Send website updates to the web designer for posting. This may include content updates to existing pages, calendar updates, and news articles.
- Annual Diocesan Convention planning and attendance
  - The Communications Assistant and Interim Lead Communicator will attend periodic meetings for Convention planning to ensure all topics relevant to attendees are communicated.
  - Manage website updates.
  - Send Convention emails to all delegates, alternates, and clergy.
  - On-site assistance will include: photography/videography and social media

coverage; general AV assistance per the direction of the AV team; and administrative assistance and staff support for the event.

- Attendance at staff meetings
  - On the first Wednesday of the month, the Communications Assistant and Interim Lead Communicator will be expected to attend the all staff meeting from 9:30 a.m. - 12:00 p.m. In-person attendance is preferred, however remote attendance will be considered.
  - On the second, third, fourth, and fifth Wednesdays of the month, the Communications Assistant and Interim Lead Communicator will be expected to attend the core staff meeting from 10:30 a.m. - 12:00 p.m. In-person attendance is preferred, however remote attendance will be considered.

The Communications Assistant and Interim Lead Communicator's job description during the Canon for Communications' leave does not include all previously held responsibilities. Those things not included during this period are:

- Eventbrite management.
- Story writing (editing of articles will still be required.)

Other responsibilities previously managed by the Communications Assistant and Interim Lead Communicator will be scaled back to accommodate the essential pieces required during this time. Those things scaled back are:

- Social media posting
- Standalone emails. The default will be no standalone emails scheduled, with extremely as needed requests coming from Bishop Scanlan.
- Other duties as assigned. During this period other duties as assigned deemed necessary will be assigned by Bishop Scanlan.

## **About the Episcopal Diocese of Central Pennsylvania**

[The Episcopal Diocese of Central Pennsylvania](#) is a community of 60 churches with more than 9,500 members committed to worshiping and working together for justice, peace, and the reign of God's love. We join in God's mission by coming together on Sundays, through study and service, and by seeking and serving Christ in all persons. The diocesan office is located at 101 Pine Street, Harrisburg, PA 17101.