



Communications & Digital Ministry Assistant Job Description

Church of the Redeemer is a growing parish in the heart of downtown Sarasota with more than 3,000 members. Redeemer is part of the Episcopal Diocese of Southwest Florida and the worldwide Anglican Communion. The parish is known for its vibrant worship, preaching, music, faith formation, community outreach, and ministries serving youth and families. Redeemer's mission is to make new Christians and make all Christians new.

Redeemer seeks a full-time Communications & Digital Ministry Assistant to work closely with the Director of Communications on a wide range of time-sensitive and mission-driven projects. This position plays a key role in supporting Redeemer's digital ministry and communications strategy, helping the parish connect meaningfully with current parishioners, prospective members, and the wider community.

Qualifications and Experience:

- Previous experience in a communications-related role
- Experience with social media platforms, such as Facebook, Instagram, and YouTube
- Basic video recording and editing experience

Skills and Personal Qualities

- Strong writing, editing, and proofreading skills
- High attention to detail and strong organizational skills
- Tech-savvy with a creative approach to problem-solving
- Self-starter able to manage multiple projects at a time and meet tight deadlines
- Collaborative team player with a good sense of humor

Key Responsibilities:

- Attend weekly staff meetings
- Review all digital and print materials for accuracy and consistency
- Manage social media accounts
- Record, edit, and post videos
- Serve as a photographer for selected events and programs
- Update digital signage on campus
- Post updates and make edits to the website
- Prepare the weekly eblast
- Gather information for the weekly announcements booklet
- Gather information for the monthly newsletter
- Coordinate with livestream and audio technicians as needed
- Cross-train with the Printing Coordinator to provide backup support for printing bulletins, announcements booklets, and other materials as needed
- Other duties as assigned



This is a full-time position based primarily on campus, with some remote work. The role includes some evening and weekend hours, with the schedule determined in collaboration with the Director of Communications.

Compensation is commensurate with experience and includes health insurance and retirement benefits.

Qualified candidates are encouraged to submit a resume and cover letter to Grier Ferguson, Director of Communications, at GFerguson@RedeemerSarasota.org.