ANGLICAN DIOCESE OF PITTSBURGH

Job Title: Communications & Event Assistant
Reports to: Director of Communications & Events
Classification: Part-time, Hourly, non-exempt

Overview: The Communications & Events Assistant supports the mission of the Anglican Diocese of Pittsburgh by engaging our community and sharing our story through social media, our web presence, email communications, and in-person gatherings. Working under the direction of the Director of Communications & Events, this role carries out day-to-day communications, event, and administrative support with care, creativity, and attention to detail, contributing to clear, timely, inspiring messaging and well-run, hospitable events that reflect the Diocese's commitment to excellence and service.

The position is part-time, 10 hours/week. Work may be done remotely but on-site assistance will be required leading up to and during major events in January, June, and November.

Key Responsibilities:

Communications Support

- Assist with content creation and scheduling for diocesan email communications and social media platforms
- Update website content, including event pages, resources, and basic edits
- Assist with maintaining email database and preparing distribution lists
- Draft routine communications, announcements, and event reminders as assigned
- Respond to general inquiries submitted via the website or email, escalating as appropriate

Event Support

- Assist with planning and execution of diocesan events, including registrations, materials preparation, and on-site support
- Assist with event registrations, check-in processes, and attendee communications
- Coordinate logistics such as catering counts, room setups, signage, and supplies
- Support staff, volunteers, and contractors during events

Brand & Administrative Support

- Assist in maintaining brand consistency across communications and event materials
- Prepare basic graphic or document layouts using existing templates
- Maintain organized digital files for communications and events

- Perform other administrative duties related to communications and events as assigned

Qualifications:

- Strong organizational and communication skills
- Familiarity with basic website editing, email platforms, and social media tools
- Ability to manage multiple tasks and deadlines with attention to detail
- Comfortable working collaboratively with staff, clergy, and volunteers
- Alignment with the mission and values of the Anglican Diocese of Pittsburgh

Preferred Experience:

- Familiarity with church or nonprofit environments
- Proficiency in email marketing, CRM software, social media, and graphic design (Adobe, Canva) preferred