



5749 N. Kenmore Ave.
Chicago, IL 60660
773.271.2727
www.atonementchicago.org

The Church of the Atonement
Director of Digital Ministries

Background

The Church of the Atonement, founded in 1888, is an Anglo-Catholic parish in the Episcopal Diocese of Chicago located in the Edgewater neighborhood. Atonement is a vibrant community with a robust worship schedule and multiple ministries for formation and service. We also serve as a place for community activities, from twelve-step groups to neighborhood camps and social activities. The parish is looking to increase our presence in the neighborhood and in the diocese in the coming years.

Job Description

The Director of Digital Ministries has responsibility for all parish communications (Constant Contact, Facebook, Instagram, Realm, Wix, etc.), managing the online streaming of Sunday and special liturgies (YouTube), and coordinating volunteers to assist them with streaming responsibilities. This person will report directly to the Rector and will work alongside our Ministries and Pastoral Care Coordinator, our Liturgical Coordinator, and other staff members.

The successful candidate will possess the following qualities:

- the ability to work as part of a team, sharing responsibility and being accountable to one another
- fluency in social media and website management
- competency with streaming software
- creativity when it comes to social media and other communications as well as the ability to self-initiate these communications
- the ability to communicate professionally and kindly to parishioners, vendors, and others
- good writing skills
- a sense of responsibility for ensuring accuracy and the organizational skills to do so
- a knowledge of budgets and the capacity to maintain a favorable actual-to-budget outcome
- experience in the visual arts, a basic sense of composition, and experience working with still or video cameras
- basic video editing skills, design skills and knowledge of and experience with Adobe software such as Premiere Pro, Photoshop, Illustrator and InDesign.

Job Responsibilities

The responsibilities of the Parish Operations and Communications Coordinator include, but are not limited to:

- Running our weekly streaming Sunday morning liturgy and additional special liturgies
- Creating and managing a team of volunteers to assist with streaming duties
- Managing the updating of all media including the parish website (hosted by Wix), the weekly parish e-newsletter (Constant Contact), along with the parish Facebook and Instagram, and YouTube accounts.
- Managing our parish database (Realm by ACS)
- Other duties as assigned by the Rector

Requirements

- State and National Background Checks
- Safe Church Certification

Time Requirements

20+ hours/week

- Required: Sunday worship streaming
- Required: additional weekday worship when necessary
- Required: additional special liturgies when necessary (Christmas Eve, Holy Week, etc.)
- Desired: one day on-site from 9am-3pm
- Additional hours may be done remotely

Application

Please submit a resume and references to the Rector:

The Very Rev'd Erika L. Takacs
etakacs@atonementchicago.org

Inclusivity Statement

The Church of the Atonement is committed to creating an environment of inclusivity, welcome, and connection. We are called by our baptismal vows to “respect the dignity of every human being,” which extends beyond our parishioners to include all staff and volunteers. We invite you to bring your whole unique self to Atonement, including your gender identity and expression, ethnicity, race, sexual orientation, and other beliefs and abilities.