

Work Description for Karen Communications Coordinator Contract position

Position Title: Karen Communications Coordinator

Hours: anticipated up to 5 hours per week

Rate: \$25/hour

Work Summary: This individual will make connections to members of Messiah's Karen community to ensure they are kept informed about upcoming services, events and opportunities. Fluency in English and S'gaw Karen is required to be able to communicate in either language as communication with members of the Karen community flows through multiple channels.

Reporting and Accountability: This individual will report to Messiah's Parish Coordinator, will report to Messiah's Karen Church Core Team at its monthly meeting, and is accountable to Messiah's Rector and Vestry.

Contract Work Duties and Responsibilities:

Ensure all recurring communications such as the schedule of Messiah events, Karen Eucharist and Evening prayers, are sent to all Karen parishioners via their preferred channels. These include phone calls, in-person announcements, face-to-face conversations and electronic messaging via various applications (e.g., WhatsApp, Messenger, text).

Coordinate translating weekly announcements for Messiah's Sunday morning services.

Coordinate with contract translators as needed to produce other printed S'Gaw Karen materials such as for special events and new initiatives.

Ensure location and leader of monthly Karen Evening Prayer is identified, coordinate transportation as needed.

Confer with Messiah ministry leaders and staff as needed to ensure communication about various parish events and ministries (e.g., contacting Karen members assigned to weekly roles for services at Messiah). This may include attendance at staff or other ministry committee meetings as needed.

Complete Safe Church training.

Expected hours of availability:

- On-site at Messiah for weekly Sunday services. Also stay through the S'gaw Karen service the first Sunday of each month and attend the Karen Church Core Team meeting another Sunday each month.
- Attend Karen Evening prayer in parishioners' homes, typically the third Sunday of each month.
- Calling or visiting times will need to accommodate Karen family schedules, as many of the adults work evenings, nights and/or weekends.

To apply please send resume and cover letter to info@messiahepiscopal.org
Questions may also be sent to this email.