



HOUSE OF HOPE  
PRESBYTERIAN CHURCH

**Position Description**

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|-------------------------|----------------------------------------------------------|
| <b>Job Title:</b>       | <b>Communications &amp; Events Coordinator</b>           |
| <b>FLSA Status:</b>     | <b>Exempt, Full-Time</b>                                 |
| <b>Salary Range:</b>    | <b>\$45,000 - \$55,000, competitive benefits package</b> |
| <b>Date of Posting:</b> | <b>October 30, 2025</b>                                  |

**BACKGROUND:**

**House of Hope Presbyterian Church** was established in 1914 at 797 Summit Ave in St. Paul and has roots that go back to 1849. A PCUSA congregation, our mission is to *build a loving community for all, sharing God's grace and presence through music, the arts, reflection, and action.*

**POSITION DESCRIPTION:**

The House of Hope Presbyterian Church (HOH) is seeking a creative, organized, and collaborative Communications & Events Coordinator to help share our mission, engage our membership and broader community, and support ministry growth. This evolving role will combine marketing, communications, graphic design, event management, and fundraising support to ensure our message is clear, consistent, and compelling. The Communications & Events Coordinator will support office operations and provide a welcoming presence as part of the administrative team at House of Hope.

The successful candidate will bring their own passion, generative creativity, strategic instincts, and growth mindset to the role.

**RESPONSIBILITIES / ESSENTIAL ACCOUNTABILITIES:**

**Marketing & Communication**

- Collaborate with HOH leadership, develop and implement communication strategies that effectively tell stories of the impact that the church has in our community.
- Manage digital platforms, including social media, website, and email newsletters.
- Help develop an organizational culture where staff and volunteers are able to create (and are supported in creating) relevant and high-quality content (written, photographic, video, and/or audio).
- Write and edit content for church-wide communications and community engagement.
- Ensure brand consistency across all materials and channels.

**Graphic Design**

- Create engaging digital and print materials such as social media graphics, flyers, brochures, bulletins, and event signage.
- Maintain, update, and expand our library of branded assets, templates, and commissioned enduring right-of-use artwork.

## **Event Management**

- Liaise with HOH staff and volunteer committees to plan, promote, and execute church and community events.
- Oversee event logistics, vendor coordination, and volunteer support.
- Provide hands-on leadership during events to ensure excellence in execution and hospitality.

## **Fundraising & Development Support**

- Partner with HOH development staff and clergy on stewardship campaigns, donor communications, and fundraising events.
- Create print and digital materials to support fundraising efforts.
- Help cultivate donor relationships through storytelling, recognition, and engagement strategies.

## **QUALIFICATIONS AND SKILLS:**

- *Bachelor's degree in Communications, Marketing, Graphic Design, Event Management, or related field (or equivalent experience).*
- *3+ years of experience in communications, marketing, or development, preferably in a nonprofit setting.*
- *Proficiency with design and communication tools (Adobe Creative Suite, Canva, social media platforms, email marketing software, and CMS).*
- *Strong writing, editing, and digital storytelling skills.*
- *Event planning and execution experience.*
- *Highly organized with the ability to manage multiple projects and deadlines.*

## **Preferred**

- *Experience with CRMs, donor databases, or church management software.*
- *Photography and/or videography skills.*
- *Familiarity with fundraising strategies and donor stewardship.*

## **Working At House of Hope**

This position **does not** require an employee be Presbyterian or of any faith tradition, and reasonable accommodation for religious practices of employees not of the Presbyterian faith will be provided. However:

- Employees are expected to respect Presbyterian doctrine and religious practices.
- Employees are expected to act and perform in ways that reflect House of Hope's core values, which include a strong commitment to diversity, equity, and inclusion.

If this position is of interest, please send your resume & cover letter to [hroffice@hohchurch.org](mailto:hroffice@hohchurch.org).

Accepting applications until November 30, 2025.