



Current Opening: Community Content Coordinator (2026)

EHoP is seeking a part-time contract employee. This role will support EHoP's Marketing and Outreach efforts.

Required Competencies

This role requires mostly tactical skills, with the ability to get the word out about EHoP opportunities, across multiple media channels, to engage existing and new EHoP community members.

1. Proficiency in website management, specifically WordPress, including ability to publish and edit content, as well as track data
2. Proficiency in content design and creation, specifically using Canva, in order to post graphics to other applications
3. Proficiency in publishing communications, including emails, social media content, and newsletters, specifically using MailChimp
4. Attention to detail, aesthetics and deadlines

Key Areas of Responsibility

With strong digital communications emphasis, this role will drive engagement measured by increased program registrations, retreat reservations, and subscriptions to weekly and monthly mailings. Additionally, this role assists with communication projects as needed, including annual projects such as the financial report, fundraising appeals, and special projects.

1. Website updates—fixing errors, updating annual program listing, creating new pages, responding to inquiries, regularly posting new resources such as blog texts and videos
2. Social media posts—twice weekly, if not more often, posts about upcoming retreats, weekly gatherings, and community happenings
3. Miscellaneous communication projects—brochures, flyers, mailings, annual financial report

Relationships

Reports to: Director

Team members: Hospitality Manager, Bookkeeper, Curriculum Editor/Creator, Program Associate

Stakeholders: Board Members, Donors & Friends, retreatants

Location

EHoP's offices are in Collegeville, MN. While most of the work for this position may be completed remotely, occasional availability to meet onsite is expected, with suggested involvement in the community through annual participation in retreat experiences.

Compensation

Contract employee. Hourly rate, \$30/hour, for 10 hours per week. Note: EHoP is simultaneously hiring for three positions; consideration will be given to applicants who may be able to fulfill the work of more than one role.

Deadlines

We will review applications immediately. Application window will close on November 6, 2026. Interviews will be scheduled as needed. Possible start date by early November of 2026.

Contact

Please reply with cover letter and resume to Christine Luna Munger, Director at directorhouseprayer@csbsju.edu.

Information on the mission, vision and offerings of the Episcopal House of Prayer can be found at www.ehouseofprayer.org.