

**Position Description**

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| <b>Title:</b> Communications Specialist  |
| <b>Pay Range:</b> TBD Depending on Experience  |
| <b>Status:</b> Part-time; <b>20 hours per week</b>   |
| <b>FLSA Classification:</b> Nonexempt  |
| <b>I. Position Summary</b>   |
| <p>The Communications Specialist enthusiastically promotes the mission and ministry of EDEO and its congregations. He/she is responsible for the development and/or updating of print and electronic communications materials, consistent with the organization’s mission, values, and guiding principles. S/he ensures that they are clear, timely, visually appealing, effective in achieving the intended purpose, and consistent with the organization’s desired branding.</p>   |
| <b>II. Key Relationships</b>   |
| <p>The Communications Specialist reports to the Bishop and works as part of the administrative team. S/he works collaboratively with all staff members. S/he also interacts with people across the Diocese regarding print/electronic content and use of media.</p>  |
| <b>III. Essential Functions</b>  |
| <p>The Communications Specialist creates a consistent “brand,” clear messaging, and effective design, with specific responsibility for the following activities:</p> <ul style="list-style-type: none"><li>• Gathers, produces and edits weekly updates for the websites in partnership with website manager.</li><li>• Makes effective use of social media to engage people and keep them informed.</li><li>• Serves as the editor of print media, which includes writing original content, creating/identifying graphics and photos, and editing content submitted by others.</li><li>• Solicits content from, and provides related feedback to, people across the Diocese.</li><li>• Assist with designs for special projects and events.</li><li>• Creates brochures, posters, etc. for Ascension School and Diocesan events.</li><li>• Advises the Bishop and Diocese on press matters and the parishes regarding use of media.</li><li>• Helps Parishes develop communication strategies.</li><li>• Attends key diocesan meetings and events and reports on them</li><li>• Write press releases for parish or diocesan news or events</li><li>• Promotes a network of communicators in the diocese and is part of the TEC Communicators Network<ul style="list-style-type: none"><li>• Manages and reports on Communications budget.</li></ul></li></ul> |

This position description is subject to change based on organizational needs.

#### IV. Other Functions

The Communication Specialist also performs other duties as needed to support Diocesan Office operations.

#### V. Position Specifications

At least three years of responsible experience in communications, journalism, or related field, especially in a religious or other nonprofit organization is preferred.

To best serve EDEO the Communications Coordinator must be, or be willing to become, knowledgeable about the organization's mission, programs, services, and activities. S/he must also be committed to the organizational values, faithfulness to the Episcopal Ethos, quality service, clarity of purpose, a welcoming environment, and sense of community.

In order to be successful in this position, s/he must demonstrate the following competencies:

- The ability to speak and write in a clear, concise, and convincing manner for the intended audience, using standard English.
- Intermediate to advanced knowledge/skill using Microsoft Office Suite, Adobe Creative Cloud, and website applications, with the capability to master other computer programs.
- Proficiency with social media.
- Talent with regard to original writing and graphic design.
- Exceptional planning and organizational skills, and a strong ability to prioritize and manage multiple tasks.
- A personable and friendly attitude, with a strong sense of professionalism, collaboration, and client service.
- Patience and the ability to remain calm in challenging situations.

#### VI. Working Conditions and Environment

This position requires the ability to see, sit for long periods, and sufficient manual dexterity to write and use typical office equipment on a regular basis. It requires the ability to occasionally stoop, bend, reach, and lift items weighing no more than 35 pounds.

**Please send resume and cover letter to EDEO, PO Box 236, Cove, OR 97824 or email to [diocese@episdioeo.org](mailto:diocese@episdioeo.org) by July 31<sup>st</sup>**

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