

## **DIRECTOR OF COMMUNICATIONS**

### **Hours**

Salaried employee hired for 15-17 hours per week.

### **Supervision**

The Director of Communications will report directly to the District Executive Minister. This person will also work collaboratively with the Office Manager to identify/meet deadlines and work on joint projects as assigned.

### **Editorial Responsibilities**

#### **Editing**

- Plan, prepare and distribute the weekly Shenandoah Update
- Plan, prepare and distribute the bi-monthly Shenandoah Journal
- Coordinate and maintain the District Prayer Calendar

#### **Special Projects**

- Plan, edit and coordinate the release of documents such as the:
  - Annual Report
  - Leadership Team reports for the District Conference Booklet
  - District Conference Slate
  - Others as assigned

#### **Additional Communications**

- Plan, coordinate and maintain District website content
- Develop and maintain District Facebook communications
- Provide guidance in developing additional forms of communication to District congregations

### **Professional Qualifications**

- Excellent communication skills (verbal and written)
- Organized and willing to work with little supervision
- Team oriented; willing to work with staff & volunteers to coordinate communications
- Good knowledge of media including web and social media
- Computer literacy with strong working knowledge of Microsoft Office Software
- Familiarity with Church of the Brethren beliefs and practices

### **Salary**

- \$16,000 yearly