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:
  o Annual Report
  o Leadership Team reports for the District Conference Booklet
  o District Conference Slate
  o 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