

Job Title: Communications and Event Specialist

Reports to: District Executive

Location: Atlantic Northeast District Office

Status: Full-time (36 hours/wk: Monday-Thursday)

Position Summary:

The Communications and Event Specialist is responsible for creating and managing communications and supporting events for the Atlantic Northeast (ANE) District. This role ensures that timely, accurate, and engaging content is distributed across platforms, supports leadership groups and office operations, and helps strengthen districtwide connection and visibility.

Key Responsibilities:

Communications & Publications

- Develop and distribute the *ANE Today* newsletter six times per year
- Produce the *ANE Biweekly Brief* for congregational leaders (26 issues annually)
- Create and schedule posts, graphics, and event promotions for Facebook and other digital platforms
- Update and maintain the District website with current events, reports, and resources
- Support the development and design of the Ministry Report for District Conference

Database & Administrative Support

- Maintain and update the District-wide contact and leadership database
- Compile, organize, and distribute the annual District Directory
- Provide data for the development of the yearly District Prayer Calendar
- Maintain the online District-wide calendar

Event & Group Support

- Collaborate with ANE Groups to develop and promote online events, including creating visuals and managing materials
- Coordinate Christian Copyright Licensing International (CCLI) reporting for events
- Provide administrative support to the District Executive and Directors (Discipleship Ministries, Intercultural Ministries) as needed
- Attend and support staff during District Conference

Committee & Team Support

- Assist the Gifts Discernment Team in identifying and communicating open leadership positions. This will require periodic evening meetings.
- Attend District Board meetings for the first year of employment

General Office Support

- Perform basic clerical duties, including answering phones, filing, distributing mail, and shredding
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Qualifications:

- Excellent written and verbal communication skills
- Proficiency in digital platforms (e.g., website CMS, social media, email distribution tools)
- Strong organizational and time-management abilities
- Graphic design skills and experience with event promotion a plus
- Ability to work collaboratively with staff, congregations, and volunteers
- Understanding of or willingness to learn the mission and ministries of the ANE District