



The Episcopal Diocese of Northern California

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The Episcopal Diocese of Northern California seeks a director of communications whose duties will include overseeing the development and maintenance of a new website and implementing a new communications plan.

The diocese is a community of 68 congregations with more than 14,000 baptized members, and spans the state of California north of San Francisco Bay.

The successful candidate will:

- Collaborate with the bishop, the canon to the ordinary and other staff as needed in developing key messages regarding the diocese and its ministries and circulating those messages on a new website, several digital newsletters, social media and through the news media
- Serve as editor and primary writer of two monthly e-newsletters
- Manage the website in a way that keeps content current and promotes both events and key messages developed with the bishop and others
- Cultivate a lively Facebook presence for the diocese and be willing to explore other social media platforms
- Collaborate with the bishop and canon to the ordinary on regular messages to the diocese from the bishop as well as messages occasioned either by the church calendar or news developments—including emergencies such as last year's wildfires
- Enhance the ability of the bishop and the diocese to spread the gospel and speak for justice in local media with a particular emphasis on Sacramento-based news media
- Collaborate with the canon to the ordinary in developing digital means for members of the diocese who live at great distances from one another to remain in contact about common mission initiatives
- Collaborate with the canon to the ordinary on tactics, such as bulletin inserts or circulars, for the diocese to keep in touch with rural parishes in which fewer church members are online



The successful candidate will be a strategic thinker with strong writing and editing skills, a firm knowledge of how the news media works, the ability to become proficient in an open source content management system, a willingness to work as part of the bishop's team, an interest in experimenting with new ways to reach isolated populations, and an understanding of religious faith and how faith shapes politics and culture.

Qualifications and Experience:

- 3 - 5 years proven ability/experience in hands-on print and electronic communications, media relations, social media or relevant experience
- Ability to work on tight deadlines under pressure and to react quickly to time-sensitive events
- Degree in English, journalism or related discipline
- Familiarity with the Episcopal Church is desirable
- Hands-on experience with the Adobe Creative Suite is desirable
- Hands-on knowledge of Microsoft Windows OS and software
- Must be able to adjust personal schedule to work flexible hours, including weekends and evenings as necessary
- Must have a valid driver's license, access to transportation, and insurance to mandated state requirements

Full time, exempt, with health and retirement benefits. Salary DOE

Deadline to apply: March 15, 2019

Position open until filled.

Please send a cover letter and resume to
Michelle Karimi, Executive Staff Support
michelle@norcalepiscopal.org