



# EPISCOPAL CITY MISSION

## Communications and Events Specialist

*Join our team in this urgent moment in our country and exciting time in our organization's life.*

Episcopal City Mission (ECM) is a faith-rooted justice organization that works with Episcopal communities (parishes, chaplaincies, missions etc.), grassroots organizations, and faith-rooted organizations that are addressing racial and economic injustice.

ECM builds relationships and collective power across the commonwealth for racial and economic justice as the expression of God's transforming love. We do this by developing, convening, mobilizing, and funding prophetic leaders in Episcopal communities, grassroots organizations and faith-rooted organizations.

ECM envisions a thriving social justice network in Massachusetts. ECM's contribution to this network will be:

- To support the capacity building of leaders, organizations, and movements.
- To engage Episcopal leaders and communities in MA in the work of repentance, healing and justice.
- To connect and support the relationship building of grassroots organizations and faith-rooted communities to work together in making measurable achievements towards racial and economic justice.

### Role

The Communications and Events Specialist will work in partnership with the Director of Programs and Engagement and Operations Team to develop and implement strong strategic communications and to execute mission-aligned events. This position will report to the Director of Programs and Engagement and will work collaboratively with the ECM team to achieve our long term goals.

### Responsibilities

#### Communications

- Assist with developing a media and communications strategy to advance the mission of ECM.
- Develop materials to be used with external constituencies with high-quality, consistent branding and messaging about ECM's mission, goals, accomplishments and opportunities for engagement.
- Oversee development and printing of materials for ECM Annual Celebration, Annual Meeting, Annual Report, and other major events in conjunction with outside contractors.
- Maintain and update the ECM website and social media accounts including writing content.
- Publish bi-weekly ECM e-newsletter by writing and curating content from internal and external sources.
- Translate/design curriculum materials for online platforms.
- Work with staff to conceive, write and edit articles, blog posts, concept papers, OpEds, et al.

- Assist Director of Programs and Engagement to manage communications relationships with the Episcopal Diocese of Massachusetts and the Episcopal Diocese of Western Massachusetts

## **Events**

- Participate on planning team to develop a strategy for ECM events that strengthens the success of events and makes stronger connections to constituency. The list of events includes, but is not limited to: Annual Celebration, Annual Meeting, ECM Board and Committee Meetings, Staff Retreats, Board Retreats, Grantee Gathering, and Trainings
- Coordinate the logistics of all ECM events from start to finish to align with ECM culture, values and strategy
- Engage staff team to support events as appropriate.
- Manage relationships with vendors, volunteers and sites.
- Prepare budgets and ensure adherence.
- Manage room scheduling for weekly meetings and events at 138 Tremont and secure outside venues as needed.
- Develop an evaluation and feedback process that strengthens the event and builds on learning from the last.

## **Qualifications**

As a prerequisite, the successful candidate must believe in the core values of ECM and be driven by the mission. Beyond that, we are seeking a candidate with energy and skills to be part of and support a driven, bright, diverse team.

- We are seeking an enthusiastic, self-motivated candidate who has excellent interpersonal skills, excels at project management, and is skilled at balancing competing priorities and relationships.
- Outstanding communication skills—written and oral—with demonstrated ability to write compelling materials.
- Excellent organizational and negotiation skills.
- Desire and ability to work with diverse populations.
- Computer savvy:
  - Proficient in MS Office and Google suite with graphic design software and photo/video editing experience.
  - Working knowledge of platforms/software for customer relations management, email marketing, social media.
- Servant-leadership orientation.
- Ability to travel within Massachusetts and work evening and weekend hours.

## **Compensation**

Salary commensurate with experience. Excellent benefits including health and dental, pension and paid vacation and sick time.

## **To Apply**

Submit a copy of your resume with a cover letter outlining your qualifications, experience and motivations to [Info@EpiscopalCityMission.Org](mailto:Info@EpiscopalCityMission.Org) As an EOE/AA employer, Episcopal City Mission will not discriminate in its employment practices due to an applicant's race, color, religion, sex, national origin, sexual orientation, gender identification and veteran or disability status.