

Communications Coordinator/Missioner

The Episcopal Diocese of Western Massachusetts
Springfield, MA

General Description:

The ideal candidate has outstanding written and oral communication skills, as well as editing and photography skills. This person is knowledgeable of all media, is comfortable in a Christian worship environment and is familiar with the polity of the Episcopal Church. The candidate will collaborate with members of the senior staff and will help develop a comprehensive communication strategy for the Diocese. The Communications Coordinator will have an office at Diocesan House and will be expected to attend major Diocesan events.

Responsibilities:

- Integrate all Diocesan communications with an eye towards “branding.”
- Develop and incorporate a communication strategy that is consistent with the Bishop’s vision and includes the use of social media
- Create content (written, photographic, video) for all media
- Oversight and revamping of the website with collaboration from our web master
- Edit and distribute regular electronic newsletters
- Revamp and edit a regular print publication
- Create and distribute press releases
- Consult with parishes and missions in the Diocese on communications needs (like websites, social media, and electronic newsletters)
- Develop a network within the Diocese to generate content and timely information
- Help produce flyers, brochures, and PowerPoint presentations
- Participation with the Episcopal Communicators network

Requirements:

- Bachelor’s degree or above
- Minimum two years of experience in media or marketing
- Must be a people person, with a strong ability to work with others and collaborate
- Capable of working independently without extensive oversight
- Excellent writing skills
- Able to juggle priorities, multi task, and work under tight deadlines

Salary and number of hours to be determined. Benefits include 12% retirement benefit, prorated health insurance, dental, life, disability, vacation, personal days, EAP, mileage reimbursement.