

Pacific Northwest Conference of The United Methodist Church

Job Description

Job Title: Communications Associate	Status: Part Time / Non-Exempt / Hourly
Department: Office of Connectional Ministries	Schedule: 25 Hours/Week
Supervisor: Director of Communications	Effective Date: 5/15/2018

Position Overview: The Communications Associate will serve under the guidance of the Director of Communications, with other staff and volunteers, in telling the story of The United Methodist Church in The Pacific Northwest Conference and its global connection. In this role they will also serve as a liaison for information, networking, training and resources to local churches to support a deepening awareness of and care for God's creation.

Principal Duties and Responsibilities:

- This associate will work under the guidance of the Director of Communications to prepare stories of activity in United Methodist churches and The Pacific Northwest Conference for dissemination on the conference web site, email blasts, and social media. This includes researching, interviewing, writing, and finding and/or crafting images and other visual elements to accompany written materials.
- Will actively solicit, edit and proofread the storytelling of individuals, local church, conference committees and other related United Methodist institutions as needed.
- Will serve as one of several back-up administrators for the website and social media platforms helping to keep content up-to-date and will co-develop and maintain a creation care-specific communications strategy.
- *Creation care* should be a regular, though not exclusive, focus of this storytelling work.
- Will relate to connectional and ecumenical partners on matters pertaining to creation care and encourage ecological thought/action amongst members/churches.
- Will work with conference staff to gather, collate, and produce the *Conference Journal*, and other *special projects*, contracting with designers and printers as warranted.
- Occasional travel for events, training, or field communications will be required.

Qualifications & Skills for this Position:

- Bachelor's degree in journalism, communications, English, marketing, or a related field.
- An understanding of the intersect between questions of environmental stewardship and faith, and a desire to grow and engage in this area.
- A robust knowledge of websites, content management systems (primarily Wordpress), social media and email marketing platforms, and other online tools.
- Experience with Microsoft Office software suite and with graphics software for editing photographs and graphics.
- Comfort with photography and/or videography as a storytelling vehicle is an asset.

- Strong verbal and writing skills, and experience teaching others. Spanish language fluency a plus.
- Ability to organize and plan during crisis/urgent situations.
- Team player.
- Willingness to adapt and learn in the field of communications a necessity.
- Knowledge of structure and polity of The United Methodist Church is a big plus.

To apply, please submit cover letter and resume to: communications@pnwumc.org. Please include samples of prior work in related areas if available. If online, links to existing work will suffice.

Resume should be submitted in PDF format named: last name-first name-resume-2018date

Example: *Smith-Jill-resume-2018-April-25.pdf*