

Director of Communications

Hours: Half-time

Salary Range: \$25,000 - 30,000 PT

In this innovative, shared position, the Director of Communications will assist the staff and volunteers of the Indiana-Kentucky, Ohio and Illinois South conferences of the United Church of Christ to communicate the vision, mission and values of these organizations with member churches and partners by:

- Managing social media posts on Facebook, Twitter and other platforms as necessary;
- Updating content on each of the three organization websites;
- Curating content of interest by sharing stories of local church ministries in these areas already picked up by the media, creative and innovative resources and news, and spreading national UCC content;
- Manage deadlines and content for regular email communications;
- Promote conference events through email, website and social media;
- Oversee contract workers and/or volunteers for website updates and content creation, when necessary;

Possible other pieces could include:

- Provide opportunities for local church pastors and leaders to connect through the use of social media and the organizations' websites;
- Work with the conferences' Boards of Director to communicate important news and happenings in conference leadership;
- Collect stories of inspiring ministries within the churches and ministries in these conferences;
- Collaborate with the national setting UCC to amplify the message of national promotional campaigns, UCC resources and leadership communications.

A successful candidate will:

- Possess a passion for the vision, mission and values of the United Church of Christ;
- Have extensive knowledge of social media platforms such as Facebook, Twitter, Instagram, Snapchat, LinkedIn, YouTube, Vimeo, etc.
- Have proficiency in Wordpress, social media management, video editing, project management, email management and other related software packages;
- Possess adaptability and creativity in the ways they use communications tools;
- Work successfully with diverse and varied groups of people;
- Artfully tell stories through both written and visual communications;
- Value ongoing learning and adaptability in new communications tools as they become available;
- Monitor digital analytics for purposes of more effectively promoting these organizations;
- Possess strong organizational skills.