

POSITION DESCRIPTION

TITLE: Communications Coordinator

REPORTS TO: Conference Minister

PRIORITIES

- Partner with the conference congregations to gather and share stories of what they are doing across the conference. In the near term, pay special attention to sharing stories elicited during the Sacred Listening appreciative inquiry process.
- In conjunction with other staff, develop and implement a strategic communication plan driven by the conference's mission/vision/values.

DUTIES AND RESPONSIBILITIES

- Capture and share stories of congregational life and impact. Continually look for ways to communicate existing conference - wide and ministry programs in creative ways that will evoke a response from the congregations and community.
- Work with conference leaders to develop communications processes and define priorities to create an environment in which messages can be communicated clearly, creatively and effectively.
- Develop and/or oversee processes and tools that foster effective communications flow.
- Participate in the creation of digital and print content. Measure and report engagement across various platforms.
- Carry out the day-to-day tasks of facilitating communications.

QUALIFICATIONS

- Have excellent listening and storytelling skills that creatively elicit stories that can be shared across various communication platforms.
- Have a strong understanding of communications strategy, writing/editing, graphic design and social media, with a high value on audience engagement.
- Demonstrates strong copywriting and editing skills. Communicate clearly and effectively using the written word.
- Be familiar with or can quickly learn and direct basic design principles utilizing software such as Adobe Photoshop and InDesign.
- Appreciation for CDC polity, mission and core values and for Mennonite Church USA
- Embrace Anabaptist theology
- Ability to represent and articulate CDC to the broader church

Please email cover letter, resume, and two samples showing your graphic/communication capabilities to office@mcusacdc.org with "Communications Coordinator" in the subject line of the email. Application deadline is Friday, January 6, 2023.