



Job Description

DIOCESAN COMMUNICATION ASSISTANT

Date: September 12, 2024

Supervisor: Dawn Jewell / Brenda Dumper

Status: Part-time (4-5 hours per week); remote, on-site or hybrid

Role: To support the Communications Director with both internal and diocesan-wide communications, newsletters, and social media.

To inquire or apply, email Communications Director Dawn Jewell at dawnjewell@churchrez.org. To apply, include a resume and cover letter.

SKILLS

- Exceptional clarity in communication
- Knowledge of web-based communication applications such as MailChimp, Google apps, and others is very helpful
- Polished non-academic writing and editing skills
- Ability to create simple, attractive digital graphics

QUALIFICATIONS

- Active members in good standing of a church in the Upper Midwest Diocese
- Bachelor's degree and/or relevant communications experience
- Provide own computer

JOB DUTIES

Curate, write/edit, design, and send diocesan newsletters.

- 1) Seek stories, interviews, and photos from around the diocese; interview leaders/laypeople
- 2) Write concise, engaging narratives for the newsletter
- 3) Curate highlighted features such as events, sermon of the month, or new clergy announcements.
- 4) Invite leaders from around the diocese to collaborate on writing letters/features
- 5) Create simple graphics in keeping with diocesan branding
- 6) Work with Diocesan staff and Communications sub-committee to solicit article ideas and review/edit article and newsletter drafts
- 7) Design/send letters in MailChimp
- 8) Post photos and graphics related to newsletter articles and diocesan events on social media, ie Facebook and Instagram
- 9) Interface with designers to prepare comm pieces for conferences and events

FAIR LABOR STANDARDS ACT (FLSA)

Status: Exempt (part-time)

Duties: Administrative

Description: This position is a part time salaried position with expected hours per work week as stated above. Job responsibilities are expected to be completed within the expected hours. It is the joint responsibility of the employee and supervisor to prioritize tasks so that the expected hours are not exceeded in any work week, or lesser hours are worked in subsequent weeks and this arrangement is mutually agreed upon.

Americans with Disabilities Act (ADA)

Job Performance Requirements:

- Constantly operate a computer
- Remain in a stationary position much of the time

This job description is subject to change at any time.