



Diocese of the
MID-ATLANTIC
Anglican Church in North America

Job Description
Communications Coordinator
Diocese of the Mid-Atlantic

Position: The Communications Coordinator (CC) for the Diocese of the Mid-Atlantic (DOMA) of the Anglican Church in North America (ACNA) is a part-time (approximately 20 hours per week) position in support of the Diocese and its Bishop. The CC serves on-site at the Diocesan Offices in Woodbridge, Virginia and answers directly to the Bishop with secondary input and oversight from the Diocesan Administrator and includes working with other part-time diocesan staff and office volunteers. DOMA covers the Commonwealth of Virginia, Washington, D.C., Maryland, Delaware, parts of West Virginia, and northeastern North Carolina. DOMA comprises 40 churches with a combined average Sunday attendance of nearly 6,000 and an annual operating budget in excess of \$900,000.

Duties: The CC is the principal communications officer of the Diocese providing effective flow of information to and from the Diocese with an emphasis on internal public relations among the member churches. The CC additionally acts as a resource person for member churches' communications and publicity efforts.

Essential Functions

- Act as the primary communicator for the people and congregations of the Diocese.
- Oversee diocesan social media accounts, Facebook, Twitter, Instagram. Communicate with followers, respond to queries in a timely manner.
- Generate, edit, publish and share engaging content about the diocese via website, social media, and e-newsletter.
- Publish the diocesan e-newsletter in a timely, effective, and attractive manner.
- Be responsible for maintaining current content on and effective structuring of the Diocesan website and social media accounts.
- Support and equip congregations to communicate effectively by organizing and facilitating the conduct of communications workshops with member churches' communications staff and/or volunteers.
- Publish member churches' significant public events and ensure they are made known across the Diocese.
- Build effective relations with congregational leaders via phone and e-mail, from time to time making on-site visits to member churches to meet and interface directly with church leaders and communications personnel.

- Work with diocesan office staff to maintain a communications database that effectively interfaces with e-mail lists and services.
- Work with the diocesan Event Coordinator to publicize DOMA events, Synods, and other diocesan ministries.
- Support the Diocese and the Bishop in prayer.
- Other duties as assigned.

Personal Characteristics:

- Spiritually mature Christian
 - Possess and maintain a relationship with our Lord and Savior Jesus Christ, believe the Bible to be the inspired Word of God, have an active personal prayer life, and be comfortable praying out loud for others, in person or on the phone.
 - Affirm the Apostles' and Nicene Creeds and maintain a life reflective of the moral teaching of orthodox Christianity.
 - Familiarity with Anglicanism and the structure and organization of the Anglican Church in North America is a plus.
- Character Traits
 - Personal integrity.
 - Discretion and the ability to protect confidential information.
 - Diplomatic, courteous, tactful, and respectful.
 - Flexible.
 - Work well both independently and collaboratively.
 - Personally organized.
 - Self-motivated.
 - Energetic.
- Physical Traits
 - Ability to perform all the functions of the position

Education and Technical Skills:

- Possess exceptional command of the English language and the ability to write in a clear, concise, engaging, and grammatically correct manner, and to edit for style and clarity the writing of others.
- Demonstrate proficiency in the use of Microsoft Office and graphic design/layout programs, a working knowledge of website creation and management, as well as content management systems for the web.
- Demonstrate proficiency in the use of social media applications, Facebook, Instagram, Twitter.
- Communicate clearly and personably with people by email, in person, and on the telephone.
- Manage multiple projects and deadlines effectively.
- Exhibit strong attention to detail and accuracy.
- A Bachelor's degree or equivalent is required.

Experience

- 3-5 years' experience in communications with demonstrated excellence in skills and materials/products produced.

- Prior work with Christian/non-profit organizations is a plus.

Compensation

This position is paid hourly, for up to 20 hours/week, at the rate of \$20 per hour.