



THE EPISCOPAL CHURCH IN WESTERN OREGON

Job Description: Director of Communications

Position Overview:

The Director of Communications is a member of the Diocesan team under the leadership of the Bishop and will report directly to the Bishop. The Director will be a resource in support of the diocesan commitment to living into Jesus' teaching to become the Beloved Community. The Director develops, facilitates, and organizes strategies for effective communication within the office of the bishop, throughout the diocese and the broader church. This includes facility with social media, website design and management, and journalistic writing alongside technological expertise and innovation. The Director will bring experience in successful project planning, teamwork, and creativity. This position will include serving as media contact and occasionally as spokesperson; a high level of comfort with public speaking, writing, and managing media within and beyond The Episcopal Church (TEC) is essential. Compensation is for full-time employment with full benefits.

Responsibilities:

- Develop and maintain a dynamic web presence utilizing relevant social media platforms, news reporting outlets and outreach innovations.
- Develop and implement communication strategies to strengthen connections between faith communities and the local community, as well as the larger church.
- Provide reporting and feature stories to broaden awareness of the variety of ministries throughout the diocese.
- Plan and implement communication events for the bishop and bishop's staff.
- Provide leadership and implementation in organizing technology at the Annual Meeting of the Convention and other diocesan events.
- Provide training for faith communities in website design, management, and maintenance.

- Other duties as assigned.

Key characteristics and strengths:

- Clarity of one's Christian faith and desire to share enthusiastically and respectfully.
- Highly organized; values timeliness and works with schedules as well as pastoral emergencies.
- Possesses healthy boundaries with respect to conflict management, reconciliation, confidentiality.
- Creative and innovative problem solver with non-anxious presence and ability to address conflict actively and directly rather than passively and indirectly.
- Capacity to collaborate on a team as well as work independently under own initiative.

Salary range: \$62,000 - \$68,000

Position open until filled.

Email or send a letter of application and resume to:

Ms. Tracy Esguerra, Executive Assistant to the Bishop
Episcopal Church in Western Oregon
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