

Associate Regional Minister for Communication Christian Church (Disciples of Christ) in Illinois and Wisconsin

POSITION SUMMARY

Be in relationship with congregations/ministries of CCIW to encourage and promote, gather, and make available "Good News" stories of Christians and congregations within CCIW and to the world.

REPORTING RELATIONSHIP

Reporting to the Regional Minister-President of CCIW.

TIME REQUIREMENTS/ STATUS

This position is full time Pastoral Staff/Exempt.

JOB FUNCTIONS

Regional Communications Coordinator provides leadership for the CCIW regional Communications by carrying out the following:

- Embracing the Vision and Mission of CCIW, particularly as a Pro-Reconciliation/Anti-Racism region.
- Create a media platform, electronic and print, to disseminate audio and video stories to CCIW and beyond.
- Working in coordination with the Regional Minister-President to help tell our stories to CCIW and beyond.
- Encouraging open communication with the CCIW Ministry Team.
- Communicating the vision, the need, the opportunity with both new emerging ministries and well-established ministries, of all sizes, types, and locations.
- Maintain a contact list of congregations and pastors to invite and connect to the story-telling.
- Oversee the development of a social media presence to promote the new initiatives.
- Oversee the development of a podcast ministry for CCIW to share the stories.
- Travel to regional churches to promote the communications effort and to gather stories.
- Create workshops and training for congregations on communication.
- Consult with congregations on websites and social media.
- Providing pastoral care and overseeing search and call to a limited number of CCIW congregations.
- Overseeing the promotions for the CCIW Annual Fund.
- Overseeing the promotions for the Christmas Offering.

Other Responsibilities

- Prepare and implement goals and objectives annually. Discuss and review with Regional Personnel Committee and RMP
- Support the ministry of the Regional Church as assigned and relate appropriately to all manifestations of the Christian Church (Disciples of Christ)
- Build and execute social media strategy through competitive research, platform determination, benchmarking, messaging and audience identification

- Generate, edit, publish and share daily content (original text, images, video or HTML) that builds meaningful connections and encourages regional churches and members to take action
- Set up and optimize regional church pages within each platform to increase the visibility of company's social content
- Moderate all user-generated content in line with the moderation policy for each church community
- Create editorial calendars and syndication schedules
- Network with General and Regional communication staff
- Continuously improve by capturing and analyzing the appropriate social data/metrics, insights and best practices, and then acting on the information
- Collaborate with CCIW churches on public relations: to manage reputation, identify key players and coordinate actions

Compensation: Salary range \$60,000-70,000 including benefits.

Staff Position to be Deployed

QUALIFICATIONS

Skills, Abilities and Knowledge Required

- Excellent consulting, writing, editing (photo/video/text), presentation and communication skills; knowledge of cinematography equipment.
- Proficiency in use of social media.
- Basic knowledge of Word, Gmail, Excel, Publisher, PowerPoint, and Adobe Acrobat Reader
- At a minimum, have knowledge or willingness to gain knowledge of CCIW ministries and congregations
- Feel comfortable working in a setting where spiritual, cultural, and religious matters are commonplace and all persons are fully affirmed.
- Awareness of emerging, innovative ministries and long-standing, effective ministries.
- Experience working with people of diverse backgrounds.
- Ability to listen, clarify, and convey information in an accessible way.
- Ability to self-direct, manage multiple projects and meet deadlines.
- High commitment to confidentiality in all matters.
- Basic conflict management skills.
- Ordained/Commissioned Disciple Minister, or willing to seek Commission by working with CCIW Ministry Committee.
- Proven working experience in social media marketing or as a digital media specialist
- Demonstrable social networking experience and social analytics tools knowledge
- Adequate knowledge of web design, web development, CRO and SEO
- Knowledge of online marketing and good understanding of major marketing channels
- Positive attitude, detail and customer oriented with good multitasking and organizational ability
- Fluency in English. Bilingual skills are a plus.
- Degree in Communications, Marketing, Business, New Media or Public Relations

Signature and Date

RMP Signature and Date