



THE DIOCESE OF
CALIFORNIA

THE EPISCOPAL CHURCH IN THE BAY AREA

September 13, 2022

The Episcopal Diocese of California seeks an organized, creative, and energetic Communications Associate. This position is a member of a two-person team that supports a large network of congregations, schools, and other organizations and requires the ability to work closely with others, frequently on a tight schedule. The Diocese of California is an equal opportunity employer and encourages women and people of color to consider this position. The communications associate will be supervised by the Canon for Communications/Communications Working Group Head, and will collaborate closely with the bishop, diocesan working groups, and various diocesan committees and councils. This is a hybrid position (a mix of remote work and in-person attendance at key meetings, events, and designated in-office days).

Essential duties and responsibilities:

- Maintaining, updating and improving our website content and layout
- Assembling and launching our three weekly email blasts
- Event and project support, including:
 - Zoom webinar hosting and moderating
 - Facebook livestreaming
 - Creating and updating materials for our websites, social media accounts, and event calendars.
 - Creating and managing online registration forms
 - Streamlining diverse communications needs while maintaining consistency of branding
 - Outsourcing and manage design work. Event support, including forms, registration, materials pages, and occasional on-site support (live-stream events, etc.)
 - Managing the hiring of Spanish language interpreters and translators, often on a tight deadline.
 - On-site support during the yearly October Diocesan Convention and other major events as needed (if employee lives outside the Bay Area, transportation will be compensated by the diocese).
- Regularly maintaining and updating all DioCal social media
- General office support and other duties as assigned

- Advising coworkers and congregations on technical and design issues related to various communications platforms

Essential skills and qualifications:

- Proficiency in Spanish a plus
- Training in communications/writing/journalism strongly preferred or equivalent experience
- Graphic design experience and comfortable using various forms of design software (InDesign, Photoshop, Illustrator, Canva, etc.). Knowledge of print specifications and production, and experience creating bulk/mass mailings (and/or the ability to learn these skills quickly).
- Familiar with and comfortable using MS Office (Outlook, PowerPoint, Excel, etc.)
- Experience using MailChimp or similar newsletter creation and distribution platforms
- Intermediate knowledge of WordPress
- Familiarity with the Episcopal Church is a plus
- Familiarity with content management systems
- Excellent project management skills
- Excellent verbal and written communication skills
- Ability to problem-solve and learn new skills as needed using how-to websites or programs
- Ability to work independently, take initiative, and follow through on deliverables
- Basic video editing proficiency
- Excellent people skills (active listener, patient demeanor, ability to collaborate and problem-solve with compassion and creativity)

This is a full-time (35 hours / week), non-exempt position with occasional evening and weekend obligations. Interested applicants should send cover letter and resume to Stephanie Martin Taylor, stephaniem@diocal.org. Applications will be accepted until November 1st, 2022.