

- Maintaining the Diocesan Style Guide.

The Communications Assistant will assist the Communications Director with the following:

- Laying out, editing content, and producing artwork and video for the diocesan websites.
- Maintain and develop the Electronic Media Archive via Adobe Lightroom and similar tools
- Periodic design updates of the diocesan websites, coordinating with the web host, and continually developing site concepts.
- Issue press releases and respond to media requests.
- Work closely with the Bishop's Assistant and others on key events and services, such as the Annual Diocesan Convention, workshops, ordinations, confirmations, installations, etc.
- As required, act as diocesan communications liaison to key ministries, including Episcopal Relief and Development, Spiritual Formation, Diversity and Reconciliation, Emergency Planning, Commission on Ministry, and others as identified.
- Assist churches in their marketing and provide marketing education.
- Provide direct support to churches' communications programs, including education for communicators and administrative staff, sponsoring and selecting content for workshops and other events to be offered to the diocese (with publicity and registration), and document communications knowledge to build an online library for communicators
- Develop annual and special project budget requests.
- Review, refresh, and document the visual branding of the diocese.

Maintain and develop the Diocesan Style Guide.

SUPERVISORY RESPONSIBILITIES

Will not supervise other employees but will collaborate extensively with other employees.

QUALIFICATIONS, EDUCATION, AND EXPERIENCE

A candidate for this position should possess a bachelor's degree or proven experience in a similar role, and be prepared to demonstrate the following skills and knowledge:

- Proficient ability to work with the following tools and software:
 - Adobe Creative Cloud Suite: Lightroom, Photoshop, Acrobat, Premiere Pro
 - Microsoft 365: Teams, Word, Excel, Outlook

- Hootsuite (or similar social media scheduling software)
- Photography and videography: basic camera work, video and audio equipment setup
- Constant Contact
- WordPress with Gutenberg
- HTML & CSS
- Facebook, Instagram, YouTube, and Twitter
- Casual ability to work with the following tools and software:
 - Adobe Creative Cloud Suite: Illustrator, InDesign
 - Microsoft 365: Planner, MS Office Administration
 - DNS and hosting management
- Willingness and eagerness to learn.
- Excellent oral and written communication skills.
- Ability to draft official and professional correspondence with minimal supervision and editing.
- Proficient editing and research skills.
- Good time-management skills, with the capacity to work on multiple projects concurrently while prioritizing responsibilities.
- Strong interpersonal skills.
- Ability to work well both individually and on a team.

The most competitive candidate will possess a bachelor's degree in Communication, Journalism, Media, Marketing, or a related field; **or** three years of proven experience in a similar role. Experience or knowledge of the Anglican church would be advantageous.

WORK ENVIRONMENT

- This employee will work from a provided office at the Diocesan Center of The Diocese of West Missouri but may be permitted to work from home.
- This employee must be able to travel occasionally to church services and events, meetings, conferences, and conventions within the diocese and occasionally further afield.
- In the performance of the position's primary duties, supervision is provided by the Communications Director and the Bishop.
- The Communications Assistant will be required to employ a high degree of independence and foresight, and to be able to work without close supervision most of the time.
- This position requires daily interaction and cooperation with other members of the Diocesan staff.