

Diocesan Communications Coordinator: Position Description

To apply, please email resumé and cover letter to Canon Anilin Collado, missioner for human resources, acollado@ladiocese.org, before June 30, 2024.

The Communications Coordinator partners with the Bishop Diocesan, Canon to the Ordinary, and Canon for Common Life in proclaiming vividly and effectively the Good News of Jesus Christ as embodied in the mission of the Episcopal Diocese of Los Angeles and its congregations, schools, and affiliated institutions.

The Communications Coordinator understands and demonstrates that in an ever-changing communications landscape the need for cutting-edge communication strategy across all digital platforms is necessary. This includes an emphasis on modern story sharing systems via social media, videography, photography, and podcasting.

The Communications Coordinator executes a daily, weekly, and monthly schedule of diocesan communications and digital evangelism releases including responsibility for web development, social media content creation/scheduling, graphic design, and story writing. This work may involve recruitment and supervision of freelancers and volunteers.

The Communications Coordinator has responsibility for production of daily social media posts (including Facebook, Instagram, and other platforms as designated), weekly releases including the Episcopal News Update (Wednesdays), the Resource Roundup (Tuesdays), and Appeal message (Fridays), together with daily updates of the online diocesan calendar and Bishop's Blog web pages.

The Communications Coordinator produces other publications and print/electronic communications resources as needed, ensuring that communications reflect the Episcopal Diocese of Los Angeles's mission theme and diocesan branding.

The Communications Coordinator assists the Canon for Common Life in helping to resource and equip the people of the Episcopal Diocese of Los Angeles, with specific attention to local congregations, to communicate vividly, and effectively over multiple platforms.

The Communications Coordinator supports the Bishop, Canon to the Ordinary, and Canon for Common Life in their communications efforts.

The Communications Coordinator reports directly to the diocesan Canon for Common Life, and will also have regular contact with the Bishop, Canon to the Ordinary, and diocesan department heads.

Necessary skills and expertise

- Website design and management
- Social media design and management
- Writing and editing
- Photography and videography
- Graphic design and production
- Familiarity with The Episcopal Church and Anglican Communion
- Familiarity with ecumenical and interfaith contexts
- Demonstrated professional experience in communications coordination
- Bachelor's degree
- Bilingual English-Spanish is ideal

Technology Skills:

- Desktop publishing (InDesign)
- Photoshop (intermediate level. Lightroom also helpful)
- Adobe Acrobat
- Constant Contact, MailChimp or similar email program
- Word
- Excel

Duties

Daily

- Post stories and photos/videos to social media
- Update diocesan website
- Write and post calendar items
- Write, report, and edit news items, feature stories for publication
- Post items from the bishop's Facebook page to the Bishop's Blog

- Maintain e-mailing lists for The Episcopal News and other diocesan purposes
- Process photographs for use in print and internet applications
- Maintain the Episcopal News website, help maintain the Diocese of Los Angeles and Angelus websites
- Monitor social media accounts
- Monitor diocese-relevant news stories from the secular and religious press
- Help maintain Episcopal News records, files, archives, photo archives
- Proofread and edit other documents on request
- Answer and/or forward inquiries from the website contact link and other correspondence

Weekly

- Produce The Episcopal News Update email newsletter
- Produce the Resource Roundup newsletter for clergy and lay professionals
- Attend Communications Office staff meetings

Monthly

- Attend Diocesan Council meetings
- Assist in producing and posting the Angelus clergy newsletter
- Attend Program Group on Communication & Public Affairs meetings

As needed

- Produce certificates for honorary canons and other recipients
- Produce ordination certificates
- Write and post obituaries and notices from the Bishop's Office
- Photograph events, services, etc.
- Produce other publications and email releases as requested
- Assist other departments with their communication needs

Annual

- Attend and report on Diocesan Convention (writing, posting, photography, etc.)
- Attend and report on General Convention (triennial)
- Attend Episcopal Communicators conference

Compensation

- Salary
- Medical, dental, vision benefits
- Defined Benefit retirement plan

Communications Departmental Structure

Canon for Common Life – Bob Williams (FTE)

Communications Coordinator (new hire, FTE) Writer/Editor – Pat McCaughan (PTE)