



The Episcopal Diocese of Northern California

Job Description

Job Title: Communications Associate

Effective Date: April 28, 2025

Job Summary: The Communications Associate reports to the Canon to the Ordinary and plays an essential role in shaping and implementing the Diocese 's messaging strategy. In close collaboration with the Bishop and Canon to the Ordinary, this position is also responsible for supporting congregations across the Diocese by enhancing their communications capacity and providing relevant resources.

Employment Classification: (check one)

Exempt Non-exempt

Work arrangement: Part-Time, 20 hours a week

Supervised by: The Canon to the Ordinary

May Supervise: Volunteers

Location: In person at least 2x per month, remainder may be in office or

remote **Compensation:** \$45/hour

Position open to: Lay or Clergy

Typical Essential Duties: (These duties are a representative sample; position assignments may vary.)

1. Writing and Editing

- Produce, edit, and publishes the weekly Diocesan e-newsletter and monthly clergy newsletter, and the annual clergy directory update
- Partner with the Missioner for Disaster Resilience to coordinate crisis communications
- Serve as media liaison on behalf of the Bishop and the Diocese
- Develop, implement, and manage Diocesan marketing campaigns
- Create and distribute communication materials and technical resources for key Diocesan events, including Diocesan Convention, Congregational Leadership Conferences, and Clergy Conference

2. Design and Branding

- Ensure consistent Diocesan branding and style across all deliverables
- Oversee the Diocesan social media strategy (may be executed by other staff)

3. Teamwork

- In partnership with the Canon to the Ordinary: establish and support a diocesan-wide communications team/committee of advisors
- Strengthen communication within and across deaneries
- Build and maintain a network of contributors, including writers and photographers
- With the Canon to the Ordinary: Develop and manage communications budget
- Participate in regular staff meetings at the Office of the Bishop (Sacramento, CA)
- Actively engage in the Episcopal Communicators peer group
- Work collaboratively with Diocesan Webmaster and staff assisting with social media

4. Technology

- Make recommendations regarding communications technology and use at the Office of the Bishop and around the Diocese

Training & Experience:

- 3 - 5 years proven ability/experience in communications, media relations, social media, or a related field
- Demonstrated ability to work on tight deadlines under pressure and to respond quickly to time-sensitive events
- Degree in English, journalism or other discipline emphasizing communications skills

Licensing Requirements:

- Must have a valid California driver's license, access to transportation, and insurance to mandated state requirements

Knowledge (expected at entry):

- Hands-on experience with the Adobe Creative Suite (Illustrator, InDesign, Photoshop, Premiere, Acrobat) and Canva
- Solid command of Microsoft Windows OS, including PowerPoint, Outlook, and Excel
- Bilingual (Spanish/English) strongly desired (reading, writing, speaking)
- An understanding of religious faith and how faith shapes politics and culture
- Strategic thinker with strong writing and editing skills
- Experience in and knowledge of the nonprofit sector
- Awareness of journalistic standards and how the news media works
- Familiarity with the world of the Episcopal Church or mainline Christian denominations strongly preferred
- Flexible, curious, and open to continuous learning
- Possesses a healthy sense of humor and demonstrates emotional self-regulation

Skills (proficiency at entry):

The successful candidate will be:

- Adept in crisis communications and rapid response messaging
- Able to craft communications that authentically reflect the tone and values of the Bishop
- Capable of performing basic video capture and editing
- Experienced with Constant Contact
- Well-organized and deadline-driven, with strong project management skills
- Collaborative and a strong team contributor, both internally and with outside vendors
- Experienced at managing Zoom as a large-group communications tool

Physical Requirements:

The employee is frequently required to:

- Stand, sit, walk, speak, listen, and observe
- Work at a computer for lengthy periods of time

The employee is occasionally required to:

- Lift and/or move up to 20 pounds
- Move about in a variety of spaces
- Able to travel independently throughout the Diocese as needed