



Director of Communications  
Episcopal Diocese of Oregon

The Diocese of Oregon is seeking a talented and flexible person to serve as the Diocesan Director of Communications and Technology. The position will report to Bishop. The position will manage and direct the flow of information from the Diocese to churches, clergy and other constituents, related ministries, and the community at large.

The Diocese is a community of 70 congregations, and spans the State of Oregon, west of the Cascade Mountains, 340 miles from the northernmost church in Astoria to the southernmost church in Brookings.

Primary duties include:

- Produce stories and releases - written and video - on behalf of the Diocese, Bishop, Diocesan staff, and related ministries.
- Assist the Bishop and Diocesan staff in planning and crafting messaging to constituents, the wider church, and the community.
- Maintain Diocesan branding standards with an emphasis on stories that integrate the values and vision of the Diocese.
- Assist in long-range communications planning (outreach and program advancement; website/social media campaigns, development, and analytics) and IT systems planning (in-house and cloud-based systems, new project implementation and support agreements.)
- Manage resources for Diocesan website maintenance and IT services, including server updates, desktop support, enterprise email, forms creation, and cloud storage solutions

Qualifications and Experience

The successful candidate will be a strategic thinker with strong writing, editing and technological skills a firm knowledge of how the media works, willingness to work as a part of the bishop's team, an interest in experimenting ways to reach underserved populations, and an understanding of religious faith and how faith shapes politics and culture.

- 3-5 years proven ability/experience in hands on print and electronic communications, media relations and social media
- Ability to work on tight deadlines, under pressure and react quickly to time-sensitive events.
- Familiarity with Episcopal Church is desirable
- Experience with Adobe Creative Suite is desirable
- Must have valid driver's license, access to transportation and insurance to mandated state requirements
- Spanish language is desirable

## **Communications**

As lead content creator, this position will produce or source communications materials from the Diocese, The Episcopal Church, and related ministries for timely distribution. As overall communications manager, they will facilitate or acquire resources to fulfill specific communications or technical-related tasks.

1. Newsletters
  - a. Weekly: Diocesan Digest
  - b. Monthly: Close to the Clergy
  - c. Quarterly: Congregational Care
  - d. Special Announcements (COVID-19 info and resources, bishop transition, etc.)
2. Social Media
  - a. Facebook
  - b. Instagram
3. Conventions
  - a. Coordination of content providers, and publication of information as needed
  - b. Coordinate with AV company on tech needs
  - c. Distribute and compile evaluation of convention
4. Printing service bulletins for Diocesan events
5. Long-term communications planning, including website/social media analytics, campaigns and development
6. Video production
7. Engage congregations in building capacity in communications and communication-related technology
8. Creating InDesign event materials, and support staff in communicating about Diocesan events.

## **Website and Technology**

With 10 employees and 70 congregations, the information and technology needs of the Diocese are managed with a combination of in-house, decentralized, and contracted services. This position will manage that array of services offered, and the efficient and effective delivery of services.

1. Oversee website and IT systems planning
2. Convene and lead Diocesan task force to build capacity for digital ministries and communications at the congregational level
3. Develop and manage annual and long term Information and Technology budget and plan including licensure
4. Manage outsourced website development contract
5. Manage outsourced network contract
6. Manage help-desk services for Diocesan staff
7. Manage IT support for Diocesan staff on common shared software.
8. Provide scheduled website updates for Diocesan websites, including information updates, events, calendar updates and reflections
9. Support congregations dealing with new communication related technology demands