



Conference Communications Officer

DEPARTMENT: Communications

TITLE: Conference Communications Officer (Full-Time Position)

QUALIFICATIONS:

A. Education: Bachelor of Arts in journalism, communications or related field

B. Experience: Four years of communications, public relations or marketing

C. Additional Skills or Training:

- Strong professional communication and customer service skills required
- Detailed-oriented, sound computer and word processing skills
- Ability to prioritize and work efficiently and accurately
- Proficiency with Quark, Adobe Creative Suite, Microsoft Office or Mac equivalent
- Knowledge of United Methodism and willingness to understand the purpose, mission, and vision of the Annual Conference
- Management skills and ability to align a staff to communications strategy

D. Attendance: Able to maintain an established work schedule as a dependable team member

RESPONSIBLE TO: Director of Connectional Ministries

RESPONSIBLE FOR: Communications Staff

GENERAL FUNCTION: Develop and implement overall Conference Communications strategy

In addition to the skills needed to perform the functions below, there may be new responsibilities that will require the employee to learn new skills and develop competency after a reasonable orientation and training process.

1. Serve as the primary media relations liaison for the Conference
2. Relate to Conference staff in all Communications matters
3. Develop and implement an overall communications strategy and plan for the Conference
4. Relate to individuals, commissions, and committees of the Conference in communicating the vision and core values of the Conference
5. Serve as the primary media relations liaison to other conference communications officers and United Methodist Communications
6. Develop and implement communication training events for the Conference, districts, and local churches in conjunction with Conference staff
7. Provide resources to the districts and local churches to help them communicate effectively
8. Work under the direction of the Bishop's Office on matters of crisis communications, including development and maintenance of Crisis Communications Plan
9. Primary position for Conference publication layout and design.