



## Communications Associate II

**Summary:** *The Communications Associate II* is a vital member of the OGA support team, responsible for development, production, and dissemination of various publications and media content for the EPC. This part-time role, non-exempt, (30 hours per week) has the potential to grow into a full-time position.

**Accountable and Reports to:** Executive Director of Operations

**Key Relationships:** Stated Clerk, Assistant Stated Clerk, Gospel Priority Directors and administrative assistants.

### Primary duties and Responsibilities:

#### 1) *Managing Communication Request*

- a) Oversee, and track communication requests received.
- b) Maintain daily updates of communication request tracker.

#### 2) *Written Content Creation*

- a) Assist in creating communication materials that support the EPC's Gospel Priorities.
- b) Contribute to the development, editing, and publication of communications for crisis response situations.
- c) Collaborate with Supervisor to ensure that all messaging aligns with the EPC's mission, values and organizational goals.

#### 3) *Website Management*

- a) Regularly update content on the EPC website (epc.org).
- b) Upload and organize materials such as podcasts, articles, and General Assembly news on the EPCConnection website.
- c) Assist in the transition to a new mobile-friendly site (WordPress experience is preferred, but a strong willingness and ability to learn is highly valued.)
- d) Ensure consistency in the EPC's brand identity and messaging across all online platforms adhering to established branding guidelines.

#### 4) *Social Media Management*

- a) Collaborate with the Digital Content Lead, to post content on social media platforms (Facebook, Instagram, X, YouTube, and LinkedIn).
- b) Monitor social media activity, track key engagement, and provide updates to supervisor and relevant team members.

#### 5) *Collaboration and Meetings*

- a) Participate in regular meetings to stay informed on General Assembly planning and other ongoing projects.
- b) Work closely with team members to ensure timely and effective content production.



## Skillset and Background

- **Education:** High school diploma required; bachelor's degree preferred.
- **Communication:** Exceptional written and verbal communication skills.
- **Technical Skills:** Proficiency in WordPress is preferred.
- **Design Skills:** Basic to intermediate graphic design abilities (e.g., Canva, Adobe Spark, Photoshop).
- **Editing:** Strong editing and proofreading capabilities.
- **Content Creation:** Experience developing content for both print and digital platforms.
- **Collaboration:** Ability to work effectively with cross-functional teams.
- **Social media:** Familiarity with social media analytics and tracking tools.
- **Marketing:** Experience using email marketing platforms like Mailchimp.
- **Computer Proficiency:** Advanced skills in Microsoft Office Suite (Outlook, Word, PowerPoint, Excel).
- **Organizational Skills:** Excellent attention to detail, time-management skills, and the ability to meet deadlines.

## Personal

- Growing relationship with Jesus Christ that demonstrates Christ-likeness and a heart for God and others
- Affirms the EPC Essentials and aligned with EPC vision, mission, and values.
- Demonstrates evangelical and missional commitment, passion for God's mission in the world, motivated to see his kingdom advance
- Commitment to the local church, values the EPC Presbyterian/Reformed heritage and system of governance even if not experienced in it
- Oriented to innovation and continuous process improvement, able and willing to adapt to change and transitions, life-long learner
- Possess a high level of personal and professional integrity and confidentiality
- Possible availability to travel to week-long national annual meeting (General Assembly)