



SEVENTH-DAY ADVENTIST OFFICE FOR REGIONAL CONFERENCE MINISTRY

Office For Regional Conference Ministries / Regional Conference Retirement Plan

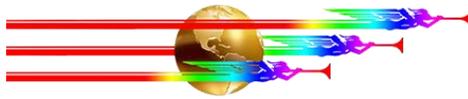
**JOB DESCRIPTION
Communications Director**

Category:	Exempt – Salary	Status:	Full-time – Benefited
Reports To:	ORCM Executive Director	Wage/Salary:	Department Director

The Director of Communications and Media seeks to support and advance the mission, ministry, and initiatives of the Office for Regional Conference Ministries (ORCM), Regional Conference Retirement Plan (RCRP), and other related entities.

Overview

1. Create and lead the implementation and evaluation of communication plans for the Office for Regional Conference Ministries and the Regional Conference Retirement Plan.
2. Seek, develop, and share news and stories to keep members of Regional Conferences, Regional Ministries, and their related entities connected to, engaged with, and informed about the initiatives and actions of ORCM, RCRP, and the conferences, churches, schools, organizations, and ministries they encompass and serve, as well as official positions on current issues and events.
3. Serve and support ORCM, RCRP, Regional Conferences, and Regional Ministries leadership by developing, coordinating, and managing the communication aspects of ORCM and RCRP initiatives and projects.
4. Seek opportunities to raise awareness, tell the story, and highlight the many historical and current contributions of Regional Conferences, Regional Ministries, and related entities to the mission and growth of the Seventh-day Adventist Church in North America and beyond.
5. Protect the image and reputation of the ORCM, RCRP, and their entities through public and media relations, crisis management, and crisis communication efforts.



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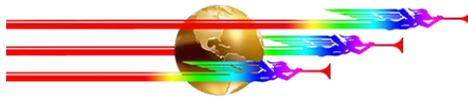
6. Collaborate with communicators of Regional Conferences, Regional Ministries, and related ministries to create resources, provide training, identify opportunities, and support efforts to communicate effectively about the collective work and ministry of ORCM, RCRP, and all of the entities they encompass and serve.

Accountability

The Director of Communication and Media reports directly to the Executive Director of the Office for Regional Conference Ministries. Additionally, the Communications Director is accountable to the Executive Director of the Regional Conference Retirement Plan. This person also responds to the needs and requests of ORCM and RCRP administrators and staff, as well as Regional Conferences, Regional Ministries, and related entities.

Duties and Responsibilities

1. Responds to internal and external communication needs, news, inquiries, and requests.
2. Serves as Editorial Director of the *Regional Voice* magazine brand and all its platforms, providing oversight and management of planning and production, content development and distribution, and budget and revenue streams.
3. Develops and manages the official ORCM and RCRP websites and social media platforms.
4. Serves as a spokesperson and connects with people on behalf of ORCM and RCRP.
5. Leads and develops public relations strategies and coordinates initiatives that raise public awareness of ORCM and RCRP, including the ORCM monthly live stream.
6. Engages in strategic communication initiatives, processes, projects, and partnerships that advance ORCM and RCRP's missions and ministries.
7. Leads and coordinates crisis communication efforts and responses for ORCM and RCRP.
8. Spearheads and coordinates the development of new media, branding, communication resources, public relations materials, and partnerships.
9. Manages the development, applications, and use of the ORCM, RCRP, and *Regional Voice* logos, imaging, branding, rights, and permissions.



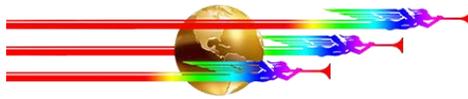
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10. Convenes and chairs meetings with Communications Directors of Regional Conferences, Regional Ministries, and related entities.
11. Attends the Black Caucus, PELC, and other ORCM and RCRP events, and is an invitee as requested to Regional Conference and Regional Ministries committees, constituency meetings, and other major events.
12. Consults with leaders of Regional Conferences, Regional Ministries, and related entities on communication needs, the hiring of Communication Directors, and crisis situations.
13. Creates and manages annual Communication Department budgets.
14. Hires and supervises staff, contractors, and freelancers.

Required Education & Experience

- Bachelor's degree in communications, marketing, or related field.
- At least five (5) years of work experience in communications, marketing, or similar field.
- Must be a strong communicator, have excellent written, oral, and digital communication skills.
- Must possess problem solving skills and be attentive to details. Must be an effective team player with excellent interpersonal skills, including the ability to communicate diplomatically and professionally with a wide variety of constituencies.
- Must be a creative and strategic thinker with good judgment and the ability to make independent decisions in a changing environment.
- Have experience publishing content on WordPress, Constant Contact, Squarespace, or other CMS.
- Able to work well in a team environment, manage time, handle multiple assignments, and meet deadlines.
- Knowledge of best practices for writing and publishing on different social media platforms (especially Facebook and Instagram).

Physical Requirements



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- Evident good health. Occupation requires standing, sitting, walking, climbing, kneeling, and bending.
- Motor coordination and finger dexterity to be able to grasp, reach and use a keyboard.
- Must be able to lift up to 30 pounds.
- Must be able to read, speak and hear well.
- Must be able to effectively communicate both orally and in writing.

Working Conditions

This is a high energy job. Essential responsibilities are performed in a variety of environments including the office, outdoors, churches, and school campuses. Tasks are performed under various conditions and the ability to work outdoors in hot and cold weather is required. Office work area is well-lit and ventilated. This position requires travel, both local and out of the area.

Core office hours are Monday through Thursday from 8:30 a.m. to 6:30 p.m. It is expected that all staff will attend morning worship. Weekend work such as church visitations, meetings, retreats, and events is occasional.

** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

To apply for this position, email your resume and cover letter to Elder Dana C. Edmond at dana.edmond@adventistregionalministries.org by **May 13, 2022**.

POSTED: Thursday, April 28, 2022