



## **Communications Coordinator (Part-Time Contract Position)**

*Disciples Women's Ministries is a conduit for diverse connections empowering each woman to find her voice and live out her call. As general ministry of the Christian Church (Disciples of Christ), Disciples Women's Ministries are a part of the movement for wholeness in a fragmented world by creating opportunities for spiritual growth, enrichment, education, and creative ministries to enable women to develop a sense of personal responsibility for the whole mission of the church.*

### **Summary**

Disciples Women's Ministries is searching for a talented and professional part-time Communications Coordinator to join our team. We are looking to hire someone who can help tell the Disciples Women story in compelling, illustrative ways in both digital and print mediums. The duties relative to this position are dynamic and multi-faceted and require professional skills that will enliven and strengthen communications and publications of this ministry.

### **Responsibilities**

- Curate content that will be published in communications and marketing efforts, including newsletters, website copy, and social media platforms.
- Design and manage regular publications including but limited to newsletters and annual bible study.
- Actively engage social media platforms.
- Manage Just Women Bible Study production process in developing coherent plan for design and execution.
- Creating and implementing a communications strategy designed to further company goals.
- Stay up to date on industry trends and make recommendations for adjustments to communications strategies and practices.
- Coordinate communications with volunteers, staff, vendors, etc. to support promotional events and programming.
- Other duties as assigned.

### **Qualifications**

- 2+ years of experience in a communications role preferred.
- Experience designing graphics for print and digital publishing.
- Experience designing digital and print publications such as newsletters and magazines.
- Superior time management and organizational skills and ability to meet deadlines.
- Acute attention to detail.
- An analytical mind and ability to think critically while managing multiple tasks simultaneously.
- Exceptional written and verbal communication.
- Ability to work both independently and as part of a team.
- Capable of creating visually compelling presentations in various formats.

- Proficient in MS Office Suite, Canva, Constant Contact, Mail Chimp, WordPress, and other programs.
- Proven knowledge of communications and marketing ethics and best practices.

**LOCATION:**

- Deployed: May live anywhere in the United States within 1 hour of a major airport.

**TRAVEL:**

- Travel for this position is generally not required. However, should it become necessary to do so, expenses will be paid for by the Office of Disciples Women per the Policy and Guidelines set forth by the Division of Homeland Ministries, Inc. of the Cristian Church (Disciples of Christ).

**TO APPLY:**

Send an application package, including:

- A letter of interest.
- A current resume.
- Samples of your work including graphics, newsletters, etc.
- A list of three (3) references and contact information, from a range of individuals who can speak to your ability to succeed in this role.

E-mail pdf documents to [dwmcommunications@dhm.disciples.org](mailto:dwmcommunications@dhm.disciples.org) with the subject line: *DWM Communications Coordinator*

**EEOC Statement**

Disciples Women's Ministries is a subsidiary of The Division of Homeland Ministries (DHM), dba Disciples Home Missions, is an Equal Employment Opportunity Organization and every effort will be exercised to ensure that employment consideration is given to all persons regardless of race, color, religion\*, sex, sexual orientation, ethnic origin, age, or handicap. Every effort will be made to employ the most qualified individuals without regard to the above factors.

*\*Please note that Disciples Women's Ministries and Disciples Home Missions is a religious organization whose mission is "Equipping Disciples for Christ." In carrying forth this mission, certain employees, as part of their employment duties will be expected to take part in and help in religious functions and ceremonies. Disciples Home Missions is committed to be a pro-reconciling/anti-racism general ministry of the Christian Church (Disciples of Christ). In carrying forth this mission, employees, as part of their employment duties, will be expected to take part in pro-reconciliation/anti-racism training.*