



Rocky Mountain Conference of The United Methodist Church

Position Title: Interim Communications Associate

Reports to: Rocky Mountain Conference Director of Mission and Ministry and Yellowstone Conference Assistant to the Bishop

Department: Rocky Mountain Conference Mission and Ministry and Yellowstone Conference Communications Team

ESSENTIAL DUTIES/RESPONSIBILITIES

All duties and responsibilities apply to the Mountain Sky Episcopal Area, Rocky Mountain Conference, and Yellowstone Conference.

Communications Strategy and Message Development:

- Implement comprehensive communications strategies that ensure consistent and high-quality messaging for programs and initiatives supporting the vision of the Mountain Sky Area and the strategic priorities of each Conference.
- Share and repost relevant General, Conference, District and Local church news as appropriate.
- Provide communications that are inclusive of language-specific peoples and churches.

External Communication: Electronic and Print:

- Write, edit and publish high-quality, consistent and compelling communications in all forms of media.
- Maintain websites, blogs, Facebook pages, Twitter and other media sites for the Mountain Sky Area, Rocky Mountain and Yellowstone Conferences.
- Capture critical stories that share God's work inside the Conferences and beyond.
- Work with staff and volunteers to ensure all materials have a consistent tone and presentation.

Public and Community Relations:

- Assist the Resident Bishop to communicate to the church and the world.
- Prepare and distribute news releases about Conference positions on current issues, major changes, decisions, events and programs.

Job Qualifications:

Knowledge, Skills and Ability

- Experience in successfully developing and implementing communications strategies.



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- Excellent writing, editing and verbal communication skills.
- Demonstrated competency in use of multimedia, computer, video, audio, digital, and social media technology.
- Advanced ability in media production, website management, graphic design and use of computer software applicable to the position.
- Experience in working with public media, including facilitating press conferences and developing press releases.
- Proven record as a relationship builder and trainer.
- Experience in leadership and communication in multi-cultural and diverse environments.
- Demonstrated professionalism, emotional maturity and stability.
- A continuing program of enrichment including participation in personal renewal, educational opportunities, and development of spiritual life.
- Knowledge and understanding of the mission, vision and structure of The United Methodist Church.

Education or Formal Training:

Bachelor's Degree in marketing, communications or a related field

Experience:

Minimum five years' experience and demonstrated success in the communications environment.

Working Environment:

This is a part-time position working 20 hours a week. The position works in the Rocky Mountain Conference office which is a general business and office environment. The position requires travel and flexible hours including evenings and weekends to accommodate Conference events and activities as needed.

Physical Activities:

Ability to lift up to 30 pounds

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.