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**Position:** Part-time Director of Communications for Heartland and Indiana-Kentucky

Conferences of the United Church of Christ

**Status:** 20 hours, non-exempt, predominantly remote.

**Desired Start Date:** February 22, 2022

**Compensation:** \$20,800 Annually

**Reports to:** Conference Ministers of the Heartland and Indiana-Kentucky Conferences

**Location:** Midwest preferred due to occasional need to travel

**Email Resume and samples of past work to:** [jobapplication@ikcucc.org](mailto:jobapplication@ikcucc.org)

**Resumes due by:** January 31, 2022

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In this innovative, shared position, the Director of Communications will assist the staff and volunteers of the Indiana-Kentucky and Heartland Conferences of the United Church of Christ to communicate the vision, mission, ministries, and values of these organizations with member churches and partners. Each Conference has its own needs in this shared position that are posted below in the qualifications and job responsibilities for the position.

### **Qualifications**

- Possess a passion for the vision, mission, and values of the United Church of Christ and each Conference's own sense of identity; broad understanding of UCC ministries and denominational structure preferred.
- Have extensive knowledge of social media platforms such as Facebook, Twitter, Instagram, Snapchat, LinkedIn, YouTube, Vimeo, etc.
- Have proficiency in WordPress, Canva, social media management, project management, email management, and other related software packages;
- Possess adaptability and creativity in the ways they use communications tools;
- Work successfully with diverse and varied groups of people;
- Artfully tell stories through both visual and written communications with editing experience
- Value ongoing learning and adaptability in new communications tools as they become available;
- Monitor digital analytics for purposes of more effectively promoting these organizations;
- Possess strong organizational skills.
- Possess a positive and collaborative team spirit, flexibility, and the ability to receive constructive feedback.
- Work History: 3-5 years experience.
- Portfolio with creative print, digital media, and writing samples.



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## **Job Responsibilities**

### **Heartland Conference:**

- Managing social media posts on Facebook, Twitter, and other platforms as necessary;
- Updating content on the website;
- Curating content of interest by sharing stories of local church ministries on Social Media in these areas already picked up by the media, creative and innovative resources, and news, and spreading national UCC content;
- Design logos, promotional graphics, and other visual content for activities, networks, and ministries of the Conference;
- Develop Templd Hills Camp and Retreat Center promotion and design.
- Offer any other assistance to the Conference Minister, Outdoor Ministries Director, and Conference Administrator for communications to the Conference.
- Collaborate with Conference Ministers and Conference administrators in ongoing communications strategy development.

### **Indiana-Kentucky Conference:**

- Managing social media posts on Facebook, Twitter, and other platforms as necessary;
- Curating content of interest by sharing stories of local church ministries in these already picked up by the media, creative and innovative resources and news, and spreading national UCC content through the monthly storytelling emails;
- Managing and producing the quarterly Conference newsletter;
- Collaborating with the General Synod 2023 Local Arrangements Committee and Communications person to amplify information on our hosting of Synod.
- Design logos, promotional graphics, and other visual content for activities, networks, and ministries of the Conference;
- Develop advertising and communication for Conference events
- Assisting the Conference Administrator in updating the website
- Collaborate with Conference Ministers and Conference administrators in ongoing communications strategy development.

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