



**Communications and Administrative Assistant
for the Episcopal Diocese of Fort Worth
(www.edfw.org)**

The Episcopal Diocese of Fort Worth is a Christ-centered community of congregations, diocesan staff, and ministry groups in The Episcopal Church who welcome and support all people in worship, study, fellowship and service. We support the ministries of Episcopal clergy and congregations in the 24 counties of north central Texas.

JOB DESCRIPTION

Job Title: Communications and Administration Assistant

Reports To: Chief of Staff and Communications Director

Summary:

This position supports two key areas of work: 1) Communications, including social media, website, and print publications, and 2) Administration, including volunteer coordination, meeting support and office support. As with all roles in our lean organization, the responsibilities of the role will require working closely with all other diocesan staff, as well as clergy and lay volunteers.

This is a full-time salaried position. Base salary range is \$40,000-\$45,000, depending upon skills and experience, with paid pension contribution after six months retroactive to date of employment. Other benefits include in health insurance (individual) and paid vacation and holidays. A background check is required.

QUALIFICATIONS

- Excellent judgment, poise and professionalism
- Able to work collaboratively, listen to others and share responsibility
- Able to work independently, show initiative and take ownership
- Excellent judgment, poise and professionalism
- Self-starter who is able to re-prioritize tasks based on frequently changing needs and to move forward in the midst of ambiguity
- Innovative and adept in communication planning and execution; outstanding written and verbal communication skills
- Expertise and experience in website design and management including WordPress
- Expertise and experience in social media utilization and communication, including Facebook, Twitter and Instagram

- Expertise and experience in use of basic office computer resources including, Word, ACS database, and Google Docs/Google Drive
- Training and experience in social media and web-based communications; some college education preferred
- *Ideal candidate will be familiar with Episcopal liturgy, church practices, and congregational development*

PARTIAL LIST OF RESPONSIBILITIES

Communications:

- Assists communications director with communication strategy and execution
- Writes and edits content for web and print publications
- Assists with website design and management
- Updates website
- Coordinates social media utilization and communication
- Updates social media and assists other staff and volunteers to update social media
- Manages Google Drive / Google Docs and trains volunteers to use these resources

Administration:

- Assists with administrative functions undergirding congregational and diocesan ministry (create/update reports and other documents, obtain/create resources for congregations, set up for events, etc.)
- Coordinates diocesan volunteers, as needed
- Greets visitors and provide back up support for office reception
- Other duties as assigned

Please forward resume to janet.waggoner@edfw.org

NO PHONE CALLS

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