

Society of Anglican Missionaries and Senders

COMMUNICATIONS COORDINATOR

Position Description

The Communications Coordinator will work with the Mission Director in inspiring the church and individuals in the USA to share the Gospel across cultures in partnership with the Anglican Church globally. New levels of commitment and action from current senders as well as from the church in places not yet involved will be encouraged. Through this ministry the Communications Coordinator will engage in dynamic relationships with the church worldwide--together experiencing the broken restored, the wounded healed, the hungry fed, and the lost found through the love and power of Jesus Christ. The position will offer the opportunity to disciple the missionary-sending community by sharing the stories witnessed of God's work around the world.

He (or she) will coordinate the communications outputs for the Society, with a heavy emphasis on writing. She (or he) will create print and e-newsletters, brochures, event materials, and other publications as well as manage the website content and maintain an engaged and branded presence on social media. She (or he) will develop channels of communication and distribution modes to reach new audiences.

ESSENTIAL FUNCTIONS OF THE POSITION

1. Communicate the Message
The Communications Coordinator will research, propose and carry out effective methods to help the Society to communicate the vision, values, mission, and testimonial stories to senders, missionaries, and the wider Anglican Church primarily in the USA.
2. Encourage Serving
In fulfilling the above functions and in serving missionaries the Communications Coordinator will open himself (or herself) to be used by God to encourage those serving in mission and inspire individuals in the church to pray, give, send, and go.
3. Help Share the Vision
The Communications Coordinator will work together with the Mission Director in the development and articulation of the vision for SAMS, in concert with the board's visioning role.
4. Assist in Fostering Community
Through communication he (or she) will assist the Mission Director in building SAMS community among missionaries and senders.
5. Develop Resources for Growing the Mission
Through developing written resources directly and advising others in writing resources he (or she) will work alongside the Mission Director to advance the mission and vision of the Society.

NATURE AND SCOPE OF THE POSITION

1. Within the organization
The primary relationships will be with the Mission Director and Associate Director that will extend toward SAMS' missionaries, senders, the board, and all the staff.
 - a. The Communications Coordinator will report directly to the Mission Director and, secondarily, to the Associate Director. There will also be a functional relationship with the Information Technology Coordinator and Office Manager in the area of electronic media.
 - b. His (or her) relationship to senders will help through contextualized communication to expand the Society's sphere of ministry within the church here in the USA.
 - c. He (or she) will share in the articulation of the vision in the areas of growth the Society seeks.

2. Outside the organization

The Communications Coordinator will primarily be communicating through multiple channels to inspire others toward sharing the love of Jesus across cultures, build relationships that help achieve the mission, and encourage generosity.

- a. He (or she) will distribute news through existing external outlets of communication.
- b. He (or she) will also develop new relationships with outlets of communication (i.e. parish and diocesan newsletters, jurisdictional news services, and more general news sources).

SPECIFIC RESPONSIBILITIES

The Communications Coordinator will be directly responsible to:

1. Communicate the Message by:
 - a. Proposing, planning, researching, interviewing, writing, and editing for multiple communication channels (newsletter, annual report, email communication, social media, website, and other resources).
 - b. Integrating photographs and graphic elements (with assistance of outsourced graphic designer) into communication.
 - c. Assisting the Mission Director through writing copy, giving editorial consultation, and reporting on key reading and learning.
 - d. Revising and adding to content of website.
 - e. Producing other media and overseeing audio and audio-visual production (utilizing outsourcing as needed).
2. Encourage Serving through:
 - a. Sharing opportunities for missionary service utilizing digital and print communications to reach a wide audience.
 - b. Developing resources that assist inquirers in a discernment process with the input from SAMS staff or missionaries.
3. Help Share the Vision by:
 - a. Adapting communication to take into consideration the various audiences that the Society is seeking to reach.
 - b. Collaborating with the staff (and outside consultants) to effectively communicate messages to each of the audiences across the most appropriate communication channels.
4. Assist in Fostering Community through:
 - a. Seeking to reach Anglicans, senders, missionaries, and board through multiple communication outlets that provide opportunities for interconnectivity among these respective constituencies.
 - b. Replying personally on appropriate platforms to those who respond to SAMS' communications.
5. Develop Resources for Growing the Mission by:
 - a. Creating an annual Communications Plan and Calendar with direction from the Mission Director and assistance from outside consultants and other staff.
 - b. Executing the tactics outlined on the Communications Plan and Calendar with deadlines established with the Mission Director.
 - c. Teaching sessions on writing/communications during orientations, conferences, and trainings, especially for missionaries.
 - d. Expanding the communications toolbox for missionaries, staff, and board in conjunction with others, including outside consultants, as needed.
 - e. Training missionaries by providing in person and virtual assistance to help them with writing and using effectively the communication tools provided by the Society.

6. Perform other duties by:
 - a. Participating in Board Meetings/Retreats up to three times a year.
 - b. Attending Staff Retreats up to twice a year.
 - c. Participating in New Wineskins Global Mission Conference at least every three years and other conferences as determined.
 - d. Assisting in staff team efforts, special projects, and complete additional duties as assigned.
7. Engage in professional development through conferences, courses, and networks as approved or proposed by the Mission Director.

SPECIFIC MINISTERIAL RESPONSIBILITIES:

1. Develop communication resources that encourage Senders in their respective walks in the Lord Jesus Christ, especially through sharing the love of God across all cultures.
2. Commit to pray regularly for the Society and especially for the growth of God's Kingdom among "every nation, tribe, people and language" through the sharing of the gospel.
3. Pray for missionaries and senders in person and over the phone whenever the opportunity is presented.
4. Help lead prayer and worship during the staff devotions, staff retreats, trainings and debriefings, and in other contexts.
5. Provide spiritual encouragement to missionaries and senders as the Holy Spirit leads.
6. Integrated with personal faith in Jesus Christ, as Lord and Savior, represent the mission, vision, values, statement of faith and other core elements of the Society among our current and potential constituency.

BOUNDARIES

1. The Communications Coordinator will be responsible for:
 - a. Operating under the authority of the President and Mission Director.
 - b. Completing tasks by the publishing deadlines as set.
 - c. Performing all duties with integrity complying with SAMS Graphic Standards, applicable laws, publishing standards, and accountability structures.
 - d. Communicating regularly with the Mission Director (through a weekly meeting), the staff and missionaries to complete responsibilities.
2. The Communications Coordinator will be free from the responsibility for:
 - a. Handling some, but not all, of the technical aspects associated with the position.
 - b. Supervising staff.

WORK ENVIRONMENT

1. The Communications Coordinator will need to be based primarily in the SAMS home office where she (or he) is encouraged to interact with the staff, as well as missionaries and senders visiting the office, on a regular basis in order to assist in deeper understanding of the Society's ethos and to be in the place where communication ideas and content are generated organically.
2. Regularly scheduled meetings with the Mission Director and staff will provide structured interaction, support, and accountability.
3. Corporate prayer and hospitality of guests are features of our community.
4. Budgetary support for communication tools will be provided.
5. Some travel will be necessary.
6. A significant portion of the position will involve writing (and other communication modes), largely generated by soliciting input from staff, senders, and missionaries interviewing in person or via the phone.
7. She (or he) will take initiative, create systems, and work without close supervision.
8. Personal spiritual disciplines, a church community, accountability relationships, and prayer support will be vital to help equip for, as well as to be sustained in, this ministry role.

QUALIFICATIONS

Applicants will be:

1. A Christian who through God's grace is growing in Christ-likeness.
2. Open to adapting staff role to help meet overall mission and vision of the Society.
3. Detail oriented, well organized, and effective in prioritizing work to meet deadlines.
4. Able to comfortably handle multiple responsibilities and functions as well as routine tasks.
5. Physically and emotionally fit for possible travel.

Applicants will have:

1. A missionary calling to commit to discipling the missionary-sending community by sharing the stories witnessed of God's work around the world.
2. Strong communication and writing skills.
3. Ability to learn communications software, such as blogging tools.
4. A college degree.
5. The willingness to sign SAMS' affirmation of service and statement of faith.
6. Understanding of Anglicanism and desire to work within the framework of Global Anglicanism.
7. Ability to contextualize to audience, especially in tone and voice.

Applicants will preferably have (but not required):

1. A major in journalism, communications, English, or related field.
2. Cross-cultural training and experience.
3. Understanding of issues in and history of global missions.
4. Two years of communications, writing, or marketing experience in a non-profit environment.
5. Managed a third party social media channel.
6. Created a website or managed content.
7. An eye for design and layout.
8. Experience with maintaining consistency in branding/content development.
9. Skill in story-driven communications.