Position Description
General Commission on the Status and Role of Women – United Methodist Church

Position Title: Director of Communications	**Level:**	
Reports To (Title): Assistant General Secretary	**Department:**	**Date:** April 1, 2015

Basic Purpose:
[Refer to PDQ, page 1]
This section describes the position's basic purpose or mission.

The Director of Communications for the General Commission on the Status and Role of Women (GCSRW) plans, coordinates, and carries the message of GCSRW via web, social, and print media. The Director is responsible for web content, print media content, distribution of news and information via church and public media, and oversees the day-to-day editing, organization and content management of GCSRW-related websites, electronic newsletters and press releases. The Director also works with GCSRW staff to distribute information to constituent groups. The goal of the Director is to provide high-quality, multi-directional communications between GCSRW and its constituents at all levels of the church.

Essential Job Functions: [Refer to PDQ, page 1]
This section describes up to six major elements of the job, listed in order of importance. The description includes <u>what</u> is done, <u>why</u> it is done and an estimate of the total working <u>time</u> the incumbent spends on each task.

Essential Job Function	% of Time
1. Manage and create/coordinate content for GCSRW website.	30
2. Respond to requests for information from board members, UMC general agencies and annual conferences and other associations.	10
3. Collaborate with the General Secretary and staff to develop communications/marketing strategies to support GCSRW's mission, goals and objectives; including distribution plan for information.	10
4. Develop newsletters, press releases, email announcements, fact sheets, talking points to promote GCSRW programs and mission.	15
5. Lead the GCSRW presence and communications via social media	10
6. Write and/or edit GCSRW reports and documents.	10
7. Represents GCSRW at various UMC events, including church-related news and media groups. Build and foster collaborative relationships with UMC communicators.	10
8. Performs other functions as assigned by, and developed in consultation, with the approval of the General Secretary.	5

Job Standards: [Refer to PDQ, page 2]
This section describes the minimum knowledge, skills and abilities needed to perform the essential job functions.

Education What is the minimum level of formal education required?	Bachelor's degree in journalism, English or communications.
Other Specialized Knowledge What other training and/or certification are necessary?	Website production, CMS environment, expertise in writing CSS, HTML, Javascript and Flash required. Excellent written and verbal communication skills..
Experience What kind and how much previous experience are needed?	3+ year's experience, Knowledge of the UMC. Ability to work with a multicultural staff work within deadlines.
Learning Period How long would it take a new employee to learn the job?	1 year

Position Requirements

Complexity of Job:
This section describes the breadth and scope of the job in terms of the processes involved.

Many/varied duties; different/unrelated processes; may include operation of complex equipment.

Responsibility for Supervision:
This section describes the number and job titles of positions that report to the incumbent, either directly or indirectly. It also describes the extent to which incumbents have responsibility for these subordinates.

Responsible for own work only.

Contacts and Work Relationships:
This section describes the individuals and / or organizations with which the incumbent regularly interacts, as well as the frequency and nature of that contact.

Requires ability to communicate effectively and obtain cooperation. Includes both obtaining and furnishing information – responds to a range of service contacts with constituents/customers.

Communication Skills:
This section describes the type of communication required, including the various mediums (e.g., written, verbal, presentation, etc.)

Very complex skills required, using multiple tools/mediums to provide or exchange information that is more difficult to understand.

Problem Solving:
This section describes the incumbent's requirement to identify and develop solutions to problems, as well as the complexity of the problems.

Analysis of complex data and situations including identification and evaluation of alternatives. May be some intangibles, uncertainties or missing information to consider.

Innovation:
This section describes the amount and type of innovation required in the job.

Responsible for substantially revising or modifying traditional approaches which may include producing some new, imaginative or innovative solutions in services, programs or issues.

Scope of Role
This section describes the scope and impact of the position within the agency

Has limited control over key results/activities in support of mission and goals of agency.

Technical and Physical Requirements: [Refer to PDQ, page 7]

This section describes the job's requirements for operating office equipment, working in conditions that may cause discomfort and exerting physical effort.

Types of Office Equipment Operated	% of Time
Computer Telephone Copier	80%
Working Conditions	**% of Time**
Travel requirement	15%
Physical Requirements	**% of Time**
Lift up to 50 pounds	1%

Position is located in Chicago, IL
Salary Range - $35,000-$39,000, 21 hours per week (3/5 time)

Benefits include:
• Medical, Prescription Drug, Dental and Vision Insurance
• Life Insurance, Supplemental Life Insurance, and Dependent Life Insurance
• Accidental Death and Dismemberment Insurance
• Short and Long Term Disability Insurance
• Retirement/Pension Plan /Personal Investment Plans
• Flexible Spending Accounts for Medical and Dependent Care
• Paid Holidays
• Paid Vacation
• Paid Sick Leave and Personal Leave

Please email your cover letter and resume to hr@gcsrw.org by May 8th, 2015.