



SOUTHERN UNION CONFERENCE

Job Description

Job Title:	Communication Associate Director	Type Of Position:	Hours Per Week <u>N/A</u>
Location:	302 Research Dr., Norcross, GA 30092	Full Time <u>X</u>	
Department:	Communication	Part Time _____	Exempt <u>X</u>
Reports To:	Departmental Director	Intern _____	Nonexempt _____

POSITION SUMMARY:

To assist the Director of Communication in responsibilities of the Communication Department. Produce video projects for union departments and ministries, training to churches and schools, and conduct presentations to departments and ministries as requested. Manage the advertising for the Southern Tidings and publishing system to ensure reliability.

SCOPE OF RESPONSIBILITY:

- Manage the advertisement process for the Southern Tiding; ensuring ads meet editorial policy and USPS guidelines.
- Record payments and provide invoice to Treasury.
- Prepare and submit monthly advertisements for Southern Tidings.
- Maintain and ensure the Southern Union Publication Management software (K4) is operating correctly.
- Oversee Tidings ad creation for union department ads.
- Email electronic version of the Southern Tidings to subscribers.
- Develop and execute all aspects and phases of video production; ensuring production standards are met.
- Communicate and respond to telephone calls and emails.
- Conduct training events and/or presentations as requested by union department, conference, church, or schools.
- Assist in overseeing Southern Union website; provide advanced programming and support.
- Coordinate and oversee audio/visual need for union-wide conferences and meetings.
- Assist in Media Relations, including crisis communication.
- Attend trade shows, conferences, staff meetings, as required.
- Provide photography and/or video coverage of events as assigned.
- Other responsibilities as assigned by the director.

RECOMMENDED EDUCATION/EXPERIENCE:

- Bachelor's degree in Communication or related field.
- Specialty in media production, preferred.
- Four years of successful working knowledge in video production.

KNOWLEDGE AND SKILL:

Knowledge of principles, policies, and beliefs of the Southern Union Conference and Seventh-day Adventist Church. Knowledge of church structure and organization. Knowledge and skills in following areas:

- Understanding public relations and crisis communication.
- Competent with operation and administration of multi-user database systems.
- Strong knowledge and experience with professional video editing software.
- Possess knowledge of typography and layout.
- Understand formatting, standards, and guidelines for print and electronic media including web, photography, video, and audio.
- Possess creative ability and outstanding technical skills with ability to troubleshoot.

Ability in strategic planning, leadership and organization. Ability to develop long-and short-term plans and programs; and to establish and maintain effective relationships with internal/external personnel. Must possess advanced ability to effectively present facts and recommendations in oral and written form.

Computer knowledge in, but not limited to, Word, Excel, PowerPoint, Adobe, Creative Suite including Photoshop, Illustrator, InDesign, and Dreamweaver.

CONTACTS, ORGANIZATIONAL RELATIONSHIPS:

Contact with church leaders, outside organizations, and lay persons, as well as Southern Union personnel at all levels. Must possess advanced interpersonal skills and project a professional Christian image.

PHYSICAL REQUIREMENTS:

Must be able to read, speak, and hear in the English language. Must be able to effectively communicate both orally and in writing. Some standing, walking, bending, kneeling, carrying of light items, etc. required. Must be able to travel extensively in all parts of the Southern Union territory under varying conditions.

WORKING CONDITIONS:

Essential responsibilities are performed in sedentary and comfortable manner. Tasks are usually performed under normal office conditions with little or no noticeable discomfort. Work area is well-lighted and ventilated. Conditions may be difficult on itinerary with some irregularity in hours