

SOUTHERN UNION CONFERENCE

Job Description



Job Title:	Communication 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:	President	Intern _____	Nonexempt _____

POSITION SUMMARY:

The Director's responsibility is to communicate and promote the mission and vision of the Southern Union and its constituent organizations. Identifies the vision of the union administrators and departments, local conferences, and institutions and uses the Southern Tidings and other communication means to foster the mission and spirit of the Southern Union family.

SCOPE OF RESPONSIBILITY:

- Oversee and direct the operations and staff of the Communications Department.
- Communicate and respond to telephone calls, emails, correspondence, and service requests.
- Manage the Crisis Management program; provide training and crises support for union staff, conferences, and schools.
- Support and provide resources in professional growth for conference Communication Directors.
- Visit local conferences and institutions to know their vision, use of the union paper, and how to support them.
- Oversee the production of the Southern Tidings; content, budget, regulations, schedule, quality control, vendor relations, etc.
- Supervise the Church Identification Service program and engineer; meeting quarterly.
- Attend various councils, advisories, meetings, and conferences.
- Update postal regulations, style and crisis manuals annually.
- Ensure departmental operations are within annual budget.
- Other responsibilities as assigned by the president.

RECOMMENDED EDUCATION/EXPERIENCE:

- Bachelor's degree in Communication, Journalism, or related field.
- Five years departmental experience at the conference level.
- Other training in journalism, photojournalism, design, marketing, videography, and crisis management preferred.

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, including committee procedures, etc. Knowledge and skills in appropriate methods of dealing with human behavior in various circumstances. Advanced command of language skills, including proficiency in verbal and written form.

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.

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