

Assistant Director of Communication
SEVENTH-DAY ADVENTIST® CHURCH - LAKE UNION CONFERENCE

Job Title: Assistant Director of Communication

Department: Communication

Category: Missionary Credentials

Credentials: B.A. degree in communication and/or writing

Supervisor: Debbie Michel, director of Communication

POSITION SUMMARY: Provide communication support for all areas of communication including photography, video production/post-production, web management and writing.

AUTHORITY, ACCOUNTABILITY: Executes departmental staff assignments. Answers directly to the associate director of Communication.

ESSENTIAL JOB FUNCTIONS:

- Conduct interviews as assigned for print/video/audio production
- Write feature, news and documentary style stories
- Manage social media, Flickr, Vimeo, YouTube and Mailchimp accounts
- Produce and/or direct livestream programs from remote locations
- Create and maintain websites
- Design brochures and flyers
- Must be able to take direction
- Other tasks as assigned

EDUCATION/EXPERIENCE/CREDENTIALS:

Must have at least a bachelor's degree in communication

KNOWLEDGE AND SKILL:

- Must have working knowledge of photography and videography, including sound and lighting
- Must be able to edit in both FinalCut Pro and Adobe Premier
- Must have basic understanding of search engine optimization
- Must have reliable transportation for local assignments

CONTACTS, ORGANIZATIONAL RELATIONSHIPS:

- Must have knowledge of principles, policies and beliefs of the Seventh-day Adventist® Church
- Must possess the ability to deal professionally and effectively with own departmental personnel and others on a daily basis
- Must be able to maintain extensive interaction with outside personnel
- Individual must remain calm under pressure and exhibit courtesy, diplomacy and kindness at all times, both in person and on the telephone
- Individual must exhibit ability to effectively handle confidential information and maintain high degree of loyalty and support for Andrews University, the Lake Union Conference and the Seventh-day Adventist® Church

PHYSICAL REQUIREMENTS: Must be able to carry and set up camera gear including sound and lighting equipment. Must have excellent vision (corrective lenses accepted) and be able to discern full spectrum of color.

WORKING CONDITIONS: Tasks are divided between normal office conditions with no expected discomfort and possibly extreme on-location conditions and situations. Office work area is well-lighted and ventilated with enhanced work-station environment.

Salary & Compensation Range \$73,116.00 - \$83,904.00

Forward resume to: vicki.thompson@lakeuion.org