

Associate Communication Director/*Record* Managing Editor
Southwestern Union Conference of Seventh-day Adventists

The Southwestern Union Communication Department is seeking to hire an associate director/managing editor to develop and execute communication strategies that support internal and external marketing endeavors and communications including the production of the *Record* magazine suite, print and digital content creation, and social media management, in addition to corporate initiatives and priorities of the Southwestern Union. We are looking for a strategic thinker, creative professional and skilled editor who will provide high levels of project management and execution with experience in journalism and corporate communications.

Responsibilities Summarized:

- Supports the development and implementation of strategies and action plans for the Communication Department and Southwestern Union.
- Under the direction of the communication director, acts in a supervisory role of the communication department staff and resources in a manner consistent with the high standards of quality and Adventist values of the Southwestern Union.
- Maintains and supports strong working relationships with union personnel, conference personnel, university personnel, and others.
- Supports conference communicators and maintains communication through scheduled on-site visits, e-mail correspondence, video conferencing, and training seminars at the request of the communication director. Assists the director in leading bi-annual communication advisory committee for communication colleagues in the five conferences and the university.
- Collaborates on NAD Communication initiatives with other union communication teams. Serves as a member of the NAD Communication Advisory and attends bi-annual meetings.
- Assists in the coordination of the writing, editing, and publication of monthly and special publications, such as the Southwestern Union quinquennial reports.
- Supports the development and execution of the strategic communication plan for the *Record* magazine.
- Coordinates production management of the monthly *Record* magazine
- Coordinates content for the magazine at the request of the communication director, including feature stories, news, editorials, and interviews.
- Writes and edits content for the magazine.
- Assists in publishing magazine content to digital platforms.
- Assists the communication director in the development of new channels, assets, and content for the *Record* suite.

This is an in-person position in Burleson, Texas and requires some travel.

Associate Communication Director

Job Description:

The Associate Director of Communication will guide development and execution of all internal and external marketing and communications for the Southwestern Union Conference. This role serves a broad range of clients (ministries and individuals) and will provide high levels of strategic thinking, skilled writing, creativity, relationship management, project management and project execution. This role supports the role of the Director of Communication.

Responsibilities:

- Supports the development and implementation of strategies and action plans for the Communication Department and Southwestern Union
- Supports the vision/leadership for Southwestern Union Communication Department and creates a working environment for successful teamwork, and delegates tasks as necessary
- Under the direction of the communication director, acts in a supervisory role of the communication department staff and resources in a manner consistent with the high standards of quality and Adventist values of the Southwestern Union
- Maintains and supports strong working relationships with union personnel, conference personnel, university personnel, and others
- Supports conference communicators and maintains communication through scheduled on-site visits, e-mail correspondence, video conferencing, and training seminars at the request of the communication director. Assists the director in leading bi-annual communication advisory committee for communication colleagues in the five conferences and the university
- Collaborates on NAD Communication initiatives with other union communication teams
- Serves as a member of the NAD Communication Advisory and attends bi-annual meetings
- Supports NAD Society of Adventist Communicators initiatives
- Facilitates special projects as requested by the communication director
- Mentors Southwestern Adventist University students completing practicums. Supports a collaborative working relationship with Southwestern Adventist University Communication and Marketing departments and provides support where needed
- Supports maintenance of print/digital archives
- Supports the development and execution of internal and external communication for the Southwestern Union and its clients, and creates and maintains a consistent brand for the Southwestern Union
- Assists in the coordination of the writing, editing, and publication of monthly and special publications, such as the Southwestern Union quinquennial reports
- Assists the production of multi-media projects for Southwestern Union presentations, including video

- Provides support for the communication director in crisis situations, assisting the crisis communication team, and the development and implementation of crisis communication plans when needed
- Supports the development and maintenance of online communities by assisting in the strategy, development, and production of social media campaign and the online supporter base
- Prepare reports and or photographs for committees, community, and staff, as requested by the communication director
- Attends professional meetings to continue to develop personal skills related to the field of public relations, media relations, community relations, etc.
- Maintains high levels of education and knowledge of best practices
- Assists the communication director in the management of the communication department budget
- Assists communication director in communicating visions and plans for the ministries of the Southwestern Union. Serves as a member of the Southwestern Union Ministries team and provides direction and support for its advertising and promotional efforts

Position Qualifications:

- Bachelor's degree at an accredited college or university
- 5-7 years of relevant experience preferable
- Strong writing and editing skills
- Strong communication skills
- Working knowledge of multiple social media platforms
- Ability to communicate effectively in both written and oral form
- Ability to establish and maintain effective working relationships
- Excellent attention to detail
- Excellent organizational skills
- Ability to manage and prioritize multiple projects simultaneously
- Articulate, professional demeanor with strong self-confidence and initiative
- Proficiency in Microsoft Office and Adobe Creative Cloud applications
- Ability to utilize and adapt to transitioning technology
- Knowledge and experience in the field of publishing
- Must have an expressed commitment to Jesus Christ, the teachings and mission of the Seventh-day Adventist Church, must be a Seventh-day Adventist member in good and regular standing, and must desire to serve in a cooperative, spiritually-redemptive, and soul-winning atmosphere

Typical Physical Demands:

Requires sitting, standing, bending, and reaching. May require lifting up to 30 pounds. Requires manual dexterity sufficient to operate standard office machines such as computers, fax machines, telephones, and other office equipment, as well as standard communication equipment such as cameras and audio/visual equipment. Must be able to operate an automobile and climb stairs without assistance. Requires normal range of hearing and vision.

Working conditions:

Essential office tasks are performed from the Southwestern Union office with little or no noticeable discomfort. Some travel is required.

Managing Editor

Job Description:

The Managing Editor will guide development, production, and execution of the *Record* Magazine and *Record* suite. In this role the Managing Editor will develop and produce concepts, themes, and artwork in a manner consistent with the values of the Southwestern Union Conference. The Managing Editor will provide consistently high levels of project execution, relationship management, and strategic thinking. This role supports the role of the Editor in Chief.

Responsibilities:

- Supports the development and execution of the strategic communication plan for the *Record* magazine
- Coordinates production management of the monthly *Record* magazine
- Assists in planning the yearly/monthly *Record* themes in collaboration
- Maintains relationship with printer
- Assists the communication director in advertising functions.
- Coordinates content for the magazine at the request of the communication director, including feature stories, news, editorials, and interviews
- Writes and edits content for the magazine as needed
- Reports on major Southwestern Union events
- Assists in maintaining an updated design and style guide for the magazine
- Assists in publishing magazine content to the magazine's website, email newsletter, and social media presence
- Assists the communication director in the development of new channels, assets, and content for the *Record* suite

Position Qualifications:

- Bachelor's degree at an accredited college or university
- 5-7 years of relevant experience preferable
- Knowledgeable in the field of publishing
- Strong writing and editing skills
- Strong communication skills
- Working knowledge of multiple social media platforms
- Ability to communicate effectively in both written and oral form
- Ability to establish and maintain effective working relationships
- Excellent attention to detail
- Excellent organizational skills
- Ability to manage and prioritize multiple projects simultaneously
- Articulate, professional demeanor with strong self-confidence and initiative
- Proficiency in Microsoft Office and Adobe Creative Cloud applications
- Ability to utilize and adapt to transitioning technology

- Must have an expressed commitment to Jesus Christ, ascribe to the teachings and mission of the Seventh-day Adventist Church, must be a Seventh-day Adventist member in good and regular standing, and must desire to serve in a cooperative, spiritually-redemptive, and soul-winning atmosphere

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