



# NEXT GENERATION LEADERSHIP INITIATIVE

## **Director of Communications**

*Time: 5 hours/week*

### **SUMMARY**

*The Director of Communications is a key team member of the Next Generation Leadership Initiative (NGLI), focused on providing clear and timely communications (internal and external) for each of NGLI's individual networks and the organization as a whole.*

### **JOB DESCRIPTION**

#### **Soul Care**

- Have a day of rest (no church work) at least one day a week
- Meet with God through regular personal worship, prayer, and Scripture reading
- Meet regularly with a soul companion (mentor, confessor, spiritual director, counselor, etc.)
- Invest in healthy relationships with family and friends

#### **Rhythms**

- Join the monthly NGLI team meeting. Currently 3 hours the final Monday of the month.
- Send a monthly informational e-newsletter highlighting the work of NGLI.
- Post regularly to social media channels.
- Update the NGLI website as needed.

#### **Responsibilities**

##### **General**

- Contribute to the ongoing development of NGLI, assisting in the dreaming and designing of our Networks and broad work areas through the work on our NGLI Ministry Action Plan
- Create and implement a Ministry Action Plan for NGLI communications, complementing and forwarding the goals of NGLI in this particular area
- Support the fundraising efforts of NGLI
- Lead in areas that are your strengths and in consultation with the NGLI Provincial Canon

##### **Internal Communications**

- Manage Google Workspace for the nextgenanglican.com domain: adding/deleting users and troubleshooting domain-specific issues for team members.
- Manage administration of internal communications tool (currently Slack), including adding new members, creating new channels, and helping troubleshoot any setup issues for team members.
- Manage various accounts used by team members to produce content for their respective networks including JotForm, Constant Contact, Zoom, Facebook, and Instagram. Ensure that team members have the necessary privileges and information (login, password) to use these accounts as may be appropriate.
- Maintain style guidelines for NGLI and ensure that they are communicated to and followed by all team members.



#### External Communications

- Partner with NGLI's Network Directors to promote their activities and events (social media, website, email marketing, etc.).
- Maintain the NGLI (Wordpress) website by publishing new or updated content as needed; regularly update plugins and optimize SEO.
- Produce coordinated marketing materials/swag as needed for NGLI events and activities (e.g. slide decks for provincial council; banners for conferences)
- Coordinate mailings as necessary