

# Spanish-Speaking Communication Assistant

The Office of Communication for the Episcopal Diocese of Texas seeks a full-time staff communication assistant to help develop and execute a comprehensive communication plan for the Spanish-speaking persons and congregations in the Diocese. The successful candidate must speak and write fluently in Spanish and English. They must have a positive attitude, be self-motivated, professional, able to learn new skills quickly and be a team player. Degree in communications or related field and experience required. Proficiency in Constant Contact and other social media platforms required, proficiency in Adobe Suite preferred. Benefits include health insurance, downtown parking. Salary commensurate with experience.

Please send cover letter, resume and writing sample to Communication Director, Carol E. Barnwell at [cbarnwell@epicenter.org](mailto:cbarnwell@epicenter.org).

## Overview of job duties and responsibilities:

### Staff Writer/Social Media

- Effectively uses social media to promote news and events in Spanish-speaking congregations

- Cover assigned stories

- Generate ideas and writes features or news items for press releases, web and magazine in English and Spanish

- Assist Communication Director with development of comprehensive communication plan to improve communication among and between Spanish-speaking congregations and the Diocese at large

- Develop effective coordination and dissemination of news and events between Diocese and Spanish-speaking congregations.

- Develop, edit/layout e-news for Spanish-speaking congregations

  - Create e-newsletter; gather news, events and notices

  - Edit items from congregations to publish on diocesan website

  - Coordinate with database manager to maintain up to date mailing lists

  - Update bounced emails and reports

  - Train congregations in effective use of digital news options; encourage interaction with diocesan offerings and provide feedback on effectiveness

- Dialog: Texas Episcopalian/quarterly magazine

  - Write news and features

  - Assist in planning schedule of stories, proofing

  - Development offerings for Spanish-speaking constituents

- Social Media

Coordinate social media strategy with Facebook/Twitter/Instagram, in Spanish  
Maintain Spanish-speaking diocesan FB page, EDOT twitter and other social media as appropriate

#### Additional media

Promote Episcopal churches by pitching stories to Spanish language radio, television and newspapers  
Establish working relationships with secular media

#### Website

Gather, write, and post online news items from parishes, national and international sources  
Work with communication team to develop website template for Spanish-speaking congregations  
Coordinate and publish calendar items after reviewing/editing  
Support communication team in making edits, updates and developing new content

#### Other

Back up for Communication director  
Video and Photography as assigned  
Create/maintain files for Communication Office  
Other duties as assigned