

**Job Description for the Episcopal Diocese of Texas**  
*Assistant to the Bishop for Social Media*

The Diocese of Texas is seeking an assistant to the Bishop for social media. This is a full-time, salaried position based out of the diocesan center in Houston with the understanding that some of the work will take place around the Diocese in conjunction with the Bishop Diocesan's ministry of presence, teaching, and travelling. The assistant to the Bishop for social media will *not* be expected to travel with the Bishop on Sunday parish visitations, though occasional Sunday and weekend work should be expected.

The assistant to the Bishop for social media will serve a two-year "fellowship" in which to discern his or her gifts as a leader in the church. He or she will report directly to the Bishop's Chief of Staff.

**The Intern to the Bishop for Social Media will:**

- Share the Bishop's talking points via social media for all of the Bishop's visitations and various presentations throughout the Diocese.
- Serve as a research assistant to the Bishop's office, and on occasion help with writing and editing.
- Run the bishop's various social media feeds.
- Work to increase the engagement, visits, and reach on all aspects of the Bishop's web presence (blog, Facebook, articles, twitter, etc.).
- Amplify the diocesan vision in and through the management of <http://www.amplifiedchurch.com/>.
- Collaborate with the Diocesan communications team so as to align the Bishop's e-presence with that of the larger Diocese of Texas.
- Work on other related projects as assigned by the Bishop's Chief of Staff.

**The ideal candidate must:**

- Be willing to discern his/her vocation within this two-year fellowship.
- Understand the importance of confidentiality.
- Display a willingness to learn.
- Exhibit proficiency in basic writing and editing skills.
- Be proficient in social media and enthusiastic about its capacity to connect people.
- Be willing to travel on occasion as the job demands.
- Offer a timely response to emails and other correspondence.
- Act in a professional manner.
- Exhibit flexibility with respect to schedule on a week-by-week basis.
- Go above and beyond everything listed on this job description as circumstances dictate.

**Interested individuals:**

The *Assistant to the Bishop for Social Media* is a 40 hour-per-week salaried position for a two-year term. The salary is \$35,000 plus health insurance and reimbursement for approved travel expenses. Interested individuals should send a cover letter and résumé to the Rev. Canon John Newton [jnewton@epicenter.org](mailto:jnewton@epicenter.org) no later than Friday, March 4, 2016. Include in your cover letter the reason you feel called to this position and the skills you would bring to the job.