

## **Monthly Communications Contract for the Episcopal Diocese of Texas World Mission Board**

### *World Mission Communication Assistant*

The World Mission Board of the Diocese of Texas is seeking a contract assistant for communications. This position is electronically based, with the understanding that some of the work will take place in person around the Diocese in conjunction with the work of the World Mission Board. This position reports to the World Mission Board Chair, currently The Rev. Meredith Holt.

#### **The World Mission Communication Assistant will:**

- 1 Communicate and coordinate with mission groups to Companion Dioceses, publicize partnership opportunities and facilitate follow-up.
- 2 Work to increase the web presence of the World Mission Board (website, Facebook, twitter, articles, etc.)
- 3 Collaborate with the Diocesan communications team to align the World Mission Board presence with that of the larger Diocese of Texas.
- 4 Monitor grant applications and reporting.
- 5 Attend meetings of the World Mission Board.
- 6 Coordinate and be present at the World Mission Diocesan Council Booth.
- 7 Work on other related projects as assigned

#### **The ideal candidate must:**

- 1 Exhibit proficiency in writing, editing, and computer skills.

- 2 Be proficient in social media and enthusiastic about its capacity to connect people.
- 3 Be willing to travel on occasion as the job demands.
- 4 Offer a timely response to emails and other correspondence.
- 5 Act in a professional manner.

**Interested individuals:**

The *World Mission Board Communications Assistant* is a contract position with no benefits at a rate of \$30/hour with an expected monthly average of 20 hours. Interested individuals should send a cover letter and résumé to the The Rev. Meredith Holt [rector@gracechurchgalveston.org](mailto:rector@gracechurchgalveston.org) no later than Friday, March 18, 2016. Include in your cover letter the reason you feel called to this position and the skills you would bring to the contract.