



Position: **Digital Communications Specialist**
Full time/non-exempt

This is a full-time position that offers administrative assistance for a number of ongoing diocesan office functions and reports to the Director of Communications

A. DUTIES AND RESPONSIBILITIES:

I. Data administration

- a. Maintain and provide annual computer inventory
 - i. maintain list of diocesan computer equipment
 - ii. prepare annual report to be included with fixed assets for audit
 - iii. add new equipment to list and assign inventory number and tag
 - iv. confirm location and staff assignment of computers and other equipment
 - v. maintain an equipment replacement list
- b. Manage addresses lists for diocesan newspaper and in-house lists
 - i. manage address changes and new subscriber data for clergy and laity
 - ii. email mailing list to the newspaper distributor
 - iii. manage post office permit account and return postage account
 - iv. update directories for in-house use: clergy, clergy spouse, spouse-partner
- c. Update Church Annual information
 - i. Provide yearly updates to the publisher of the church annual per their protocols
- d. Serve as Registrar for the diocesan clergy list

II. Diocesan Convention

- a. Manage registration, information, and supplies
 - i. Develop and manage registration process for convention delegates and visitors (name tags, packet information, meals, etc.)
 - ii. Order supplies and assure needed supplies are present at convention
 - iii. Coordinate with individuals in charge of exhibits and the venue to assure issues of hospitality do not get overlooked
 - iv. Train registration volunteers and tellers
 - v. Assure voting mechanisms are in good order and adequate in case of technical difficulty
 - vi. Reconcile meal counts
 - vii. Organize staff accommodations and communicate to appropriate contact
 - viii. Ensure accurate recording of clergy attendance
- b. Serve as administrative staff to convention preparation group
 - i. Attend and record dispatch of business meetings

III. Support to Canons and Executive Staff

- a. Provides administrative support to the committee work of the Canon to the Ordinary
- b. Provides administrative support to specific programs for the Canon for Formation and Transitions
 - i. Manages attendance and payment records for leadership training programs
 - ii. Maintain knowledge of Safe Church training dates and serve as a resource to those doing the training
 - i. Actively maintain transitions web page, and update information for the diocesan

- Newspaper
 - ii. Keep clergy supply list updated
 - iii. Assist with communication and files related to Fresh Start
 - c. Manages data and distribution of licenses for lay ministry
 - i. distribute list of expired licenses each month
 - ii. notify individuals and churches as licenses are renewed
 - d. Manages Safe Church and Anti-racism certification files
 - i. confirm registrants' attendance upon receipt of certificate
 - ii. maintain data on those who have completed training and their dates
 - iii. notify diocesan staff of the need for recertification
 - iv. mail certificates to participants upon completion of training
 - f. Assist Director of Communications and Canon for Mission as needed.

IV. **Diocesan Convention**

- b. Manage registration, information, and supplies
 - ix. Develop and manage registration process for convention delegates and visitors (name tags, packet information, meals, etc.)
 - x. Order supplies and assure needed supplies are present at convention
 - xi. Coordinate with individuals in charge of exhibits and the venue to assure issues of hospitality do not get overlooked
 - xii. Train registration volunteers and tellers
 - xiii. Assure voting mechanisms are in good order and adequate in case of technical difficulty
 - xiv. Reconcile meal counts
 - xv. Organize staff accommodations and communicate to appropriate contact
 - xvi. Ensure accurate recording of clergy attendance
- b. Serve as administrative staff to convention preparation group
 - i. Attend and record dispatch of business meetings

V. **Other responsibilities**

- a. Provide receptionist relief as scheduled
- b. Take notes at staff meetings and distribute to staff
- c. Contribute content to diocesan social media and digital presence

B. **QUALIFICATIONS**

1. College degree preferable
2. Experience managing databases
3. Experience working with software such as Adobe Creative Suite, Final Cut and Microsoft Office
4. Experience working well with others and collaboratively, while also taking initiative
5. Familiarity with the Episcopal Church
6. Drivers license and willingness to travel throughout the Diocese of Southern Ohio