

JOB DESCRIPTION

NORTH PACIFIC UNION CONFERENCE OF SEVENTH-DAY ADVENTISTS

Job Title: Associate Director for Content

Department: Communication

Name:

Category: Exempt

Wage Range: 87 - 103%

Credentials:

Supervisor: Jay Wintermeyer

Date Written: November 3, 2021

Supervisor's Title: Director of
Communication

The statements found in this job description are general in nature. The following information is not exhaustive and should not be construed as such. The contents of this document may be changed at the discretion of the organization and/or director at any time.

POSITION SUMMARY: The associate director for content assists the director of communication in content creation and management for all publication channels. The position places a heavy emphasis on writing, content creation and content management. This is a full-time, non-exempt position compensated within a range of 87-103% of the NPUC remuneration factor. It includes medical benefits and retirement fund options.

AUTHORITY, ACCOUNTABILITY: Work is varied and performed with minimal supervision. There are specific guidelines to follow, but the work requires the ability to carry out duties and meet deadlines independently while supervising others. The associate director for content reports to the director of communication.

ESSENTIAL JOB FUNCTIONS:

- Assist the director in gathering and disseminating information throughout the North Pacific Union while maintaining a working knowledge of the North Pacific Union and its overall mission and vision
- Write content for the NPUC and its conferences including feature articles, news stories and social media copy
- Manage the NPUC publishing calendar for web, social media and print content
- Work with the director to establish and maintain the social media strategy, including setting and reviewing goals, objectives, and strategies to advance member engagement with the NPUC mission and vision
- Manage the organization's social media presence, posting content and interacting with users on Facebook and Twitter
- Provide support for administrative and departmental needs or special projects as assigned by the director

EDUCATION/EXPERIENCE/CREDENTIALS: The associate director for content must be a

Seventh-day Adventist member in regular standing and have a minimum of four years of job-related experience in writing, content creation and content management. The individual should have a bachelor's degree in the area of journalism, written communications, marketing or related areas of study.

KNOWLEDGE AND SKILL:

- Able to grasp an issue or topic and write engagingly
- Works well under pressure and able to write quickly and efficiently
- Able to design content for publication across multiple platforms
- Manages multiple concurrent tasks productively
- Sets and meets realistic deadlines
- Possess project management skills to efficiently oversee the NPUC publishing calendar
- Contributes to a climate of high morale among North Pacific Union staff
- Works well with members of a team
- Demonstrates an open attitude toward alternate opinions
- Exercises judgment and discretion when making reports, writing correspondence, and responding to member comments and concerns
- Has accurate spelling, proofreading, and record-keeping skills

CONTACTS, ORGANIZATIONAL RELATIONSHIPS: The associate director for content interacts frequently with members and the public, church leaders and institution administrators, as well as non-church vendors. The individual must possess exceptional skills in interpersonal relationships and project a professional Christian image.

PHYSICAL REQUIREMENTS: Inasmuch as the associate director for content is an exempt employee, the individual is expected to work the hours required to complete assignments (no less than 38 hours per week).

- Evident good health; the occupation requires standing, sitting, walking, kneeling, bending and carrying light items
- Ability to effectively communicate both orally and in writing
- Motor coordination and finger dexterity
- Ability to able to read and hear well
- Ability to drive and travel locally and long distance
- Availability to monitor digital online content 24/7
- Availability to attend North Pacific Union worship meetings every Monday morning or at any other time as scheduled by administration

WORKING CONDITIONS: Essential responsibilities are performed in a sedentary and comfortable manner. Tasks are usually performed under normal office conditions with little or no noticeable discomfort. The work area is well-lighted and ventilated. Regular office hours are 7:30 a.m. to 5:30 p.m. (9.5 hours) Monday through Thursday. The individual will travel occasionally for consultation or training, attend regular daily or weekly staff collaboration, and maintain 24/7 awareness and involvement with digital online content monitoring. Some evening and weekend work is required. Some work will require a high-speed Internet connection from the individual's home.