

Immediate Opening - Part-time
TECH ASSISTANT
PROVINCE V OF THE EPISCOPAL CHURCH

The office of Province V of the Episcopal Church seeks a part-time, hourly assistant to work on social media and related technology projects. This position will report to the Coordinator of Province V. This position also interacts with the Province V Executive Board members and diocesan staff communicators.

OVERVIEW

Province V embraces the theme of “Connect, Network, Support” and offers opportunities for people across the province to connect with one another in order to build networks of support. This position is essential to our maintaining effective communication among our network of 11 dioceses of the Episcopal Church in Wisconsin, Michigan, Illinois, Missouri, Indiana, and Ohio.

RESPONSIBILITIES:

The Tech Assistant will develop a social media calendar in consultation with the Province V Coordinator and their collaborators. They will write and compose social media posts from existing news from across the province, and monitor social media activity.

POSITION REQUIREMENTS:

- Expert knowledge of social media platforms (Facebook, Instagram, X, and LinkedIn) and experience writing, editing, and posting.
- Excellent written and verbal communication skills.
- Comfortable working in a digital world, including social networks, websites, and newsletters. Ability to synthesize text from a variety of sources to compose social media posts.
- Highly organized self-starter with an independent work ethic and attention to detail.
- Ability to work collaboratively under deadline and take direction as part of a team that works remotely.
- Commitment to the development of community among the worshipping communities in Province V and an understanding of diocesan structures.
- Must have reliable computer and internet access, knowledge of Microsoft Office suite, and Canva. Experience with graphic design platforms, a plus.
- This position is open to clergy or lay leaders. Students are welcome to apply.
- Bilingual Spanish/English preferred.

HOURS AND RATE OF PAY:

This position is fully remote and is generally five hours a week. Pay is commensurate with experience, ranging from \$18-20 per hour. This position is paid as an independent contractor and does not receive benefits.

TO APPLY:

Please send a resume and cover letter in a PDF format to: provinceVcoordinator@gmail.com
Applications will be reviewed on a rolling basis until filled.

Start date: September 1, 2024

Province V is proud to be an Equal Employment Opportunity and Affirmative Action Employer

Posted: August 1, 2024