

STARR KING SCHOOL FOR THE MINISTRY
2441 LeConte Ave, Berkeley, CA 94709

Communication Officer

This position reports to the President

20 hours a week

Monday through Friday

Salary commensurate with experience

Position open until filled

Job Description

Starr King School for the Ministry, recognized as a leader in progressive theological education, is in search for its next Communication Officer. The successful candidate will be responsible for implementing a strategic communication plan to help accomplish the organizational goals of the school, including increasing recruitment, donor commitment and giving. In partnership with the President, the successful candidate will develop and maintain robust communication platforms and help build the school's visibility and reputation as a cutting-edge, innovate theological school.

Duties and Responsibilities:

- Work closely with President in all phases of her communication and leadership activities.
- Create and manage major website content and design changes relating to external communications.
- Manage social media presence on Facebook, Twitter, YouTube, Wikipedia, and other platforms as needed.
- Create monthly e-newsletter.
- Monitor creation and dissemination of internal 'Starr King This Week' newsletter.
- Interview staff, students, graduates, faculty, Board members, etc.; and transcribe, edit and publish interviews on a weekly basis.
- Collect stories and capture events happening at the school and/or with members of the school community, including taking photo and video for events and other communication purposes.
- Create and manage printed literature, advertisements and other recruitment and advancement materials.
- Manage the online direct mailing platform.
- Gather and analyze reports from mailings.
- Other external communication duties as assigned by the President.

Knowledge, Skills, and Abilities

The successful candidate possesses excellent communication skills and a demonstrable record of success using those skills to better an organization's communication. The successful candidate will have a strong knowledge of communication best practices and the ability to translate that knowledge into practice for Starr King. Excellent organizational skills and writing capabilities are a must, as well as the ability to multi-task and manage multiple projects. The successful candidate will be innovative and demonstrate strong leadership skills. The person must embody the school's counter-oppressive, multireligious, student-focused values, and be conversant with Unitarian Universalist principles.

Education and Experience

Bachelor's degree is required and a Master's degree is preferred. Candidates must demonstrate experience working on modern CMS systems (preferably Wordpress), email marketing systems (MailChimp, Raiser's Edge), and social media. Candidates should have professional experience working in communication for educational institutions, non-profits, NGOs, social action campaigns, or other organizations. The ability to work effectively with many diverse constituencies and audiences should be evident. Other important characteristics include a strong work ethic, high standards for excellence, personal integrity, emotional intelligence, strong professional boundaries, a sense of humor, strategic thinking and planning skills, and a creative attitude. Evidence of a commitment to lifelong learning and professional growth is also required.

Reports to:

The President of the School

Collaborates with:

- Executive Team
- Vice President of Advancement
- Recruitment and Advancement Department Heads
- Communications Consultant

This job description is intended as a guide for the performance of your job and it is not a contract of employment. The School retains the discretion to modify this job description at any time.

Please submit your resume and portfolio of your communications work to:

Anita Narang

Starr King School for the Ministry

2441 LeConte Ave.

Berkeley, CA 94709

Email: Employment@sksm.edu (PDF or MS Word documents only, please)

Fax: (510) 845-6273

NO TELEPHONE CALLS PLEASE. We would like to thank everyone in advance for applying; however, only those candidates selected to be interviewed will be contacted.

About Starr King

Starr King School for the Ministry, a Unitarian Universalist and multireligious seminary, educates people for Unitarian Universalist ministry and progressive religious leadership. Our educational model is rooted in countering oppression to create just and sustainable communities. Our personalized plans of study, our deep partnerships, and our adaptive model of learning all stand at theological education's cutting edge.

For more information about the school, please visit our website: www.sksm.edu

Starr King School for the Ministry is an Equal Opportunity Employer. Persons from traditionally underrepresented populations are especially encouraged to apply.