## **Job Overview**

Create, organize, plan and implement effective communications messages and strategies for/with Adventist media and public community audiences.

## **Responsibilities and Duties**

## Coordinate and organize a team of communication, social media, photography specialist, and volunteers, providing orientation and any training.

* Coordinate with the On-site Communication Director for trailer space, and internet information, and media passes.
* Coordinate with the Services/Facilities Director for tables, chairs, and golf carts.
* Provide office supplies and equipment for team.

## Promote and write press releases for the Camporee to all Adventist media outlets.

* Promote the Camporee to local public news outlets around the Oshkosh, WI area.
* Coordinate with the 9 NAD Union Communication departments to assist them in covering the Camporee.
* Give interviews on behalf of the International Camporee & North American Division.
* Write and edit communications messages for use in various mediums and audiences.
* Work directly with the International Camporee Executive Director.

**Qualifications**

## Education

* Post-secondary education (degree or diploma) in the areas of Communications, Public Relations or Journalism combined with related professional experience

Experience

* 5-7 years related work experience in progressively more responsible positions

**Performance Competencies and Criteria**

Position Competencies

* LEADERSHIP: Lead and manage other staff and volunteers to implement communications strategies. Provide leadership and management in the area of external/internal communications and marketing through print and electronic vehicles for the Adventist Church.
* COACHING: Educate people about procedures and processes for communicating church messages. Explain how they can contribute to the overall effectiveness of church communications.
* CREATIVITY: Continually look for ways to communicate the Camporee in creative ways that will evoke a response from Adventist’s and the broader public community. Enthusiasm
* Analytical Skills
* Initiative
* Flexibility/Adaptability
* Problem Solving/Decision Making
* Team Skills
* Tenacity/Results Oriented
* Client/Customer Awareness
* Conflict Resolution Skills
* Consultative Skills
* Organizing/Planning Ability