

Communication Specialist Job Description **Unitarian Universalist Fellowship of Winston-Salem (UUFWS)**

Reports to: Director of Finance and Operations
Status: 20 hrs/week
UUA Job Level: Specialist
FLSA: Non-Exempt
Salary: \$22,000-\$24,000
Benefits: Health Insurance: 50% coverage for self and dependents; Dental Insurance: 80% coverage for self and 50% dependents; Eligible for employee contributions to UUA retirement at day of employment; employer contributions at 10% of salary after one year of UU employment; Long-Term Disability; Life Insurance; 10 Days Vacation (after 90 days employment); 5 Sick Days; 12 Holidays

Job Summary

The Communication Specialist manages communication channels and provides communications support to the Fellowship.

Essential Functions:

- Support the congregation's ministry and mission by providing communications support to committees, programs, and other staff.
- Manage day-to-day activities of the UUFWS website and email marketing platform, including scheduled and on-demand maintenance.
- Maintain communication tools of organizational functioning.
- Serve as Staff Lead of the Communications Team.
- Oversee internal and external communications, including website, calendar, order of service news space, emails, and social media.
- Foster a welcoming environment by interfacing with members and volunteers in person, on the phone, or over social media and email.
- Coordinate multiple communications among volunteer led groups and teams to foster a cohesive communications strategy for the organization.
- Provide communications support to the Minister of the Fellowship and Board of Trustees.
- Active member of the staff team of the Fellowship.

Other Responsibilities:

- Communicate as primary contact for communication vendors of the church.
- Participate in continuing education to stay abreast of industry and UUA communication innovations and standards, to ensure UUFWS is up-to-date in communication, engagement, and volunteer support efforts.

Minimum Qualifications:

- Ability and willingness to communicate and collaborate professionally and effectively across various platforms with stakeholders.
- Excellent written, verbal, and editing skills.
- Understanding of best practices related to print and digital communication channels.
- Experience with WordPress, email marketing platforms, Zoom, Google Suite, and Canva. Audio and video editing experience is a plus.
- Understanding of or willingness to learn about Unitarian Universalism

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Core Competencies:

- **Attention to Detail:** Consistently attends to the many small pieces which must be assembled into an organized whole; follows up on missing or out of balance items; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details.
- **Creativity and Innovation:** Generates new ideas; makes new connections among existing ideas to create fresh approaches; takes acceptable risks in pursuit of innovation; learns from mistakes; has good judgment about which creative ideas and suggestions will work.
- **Ethics and Values:** Honors the core values and beliefs of the organization in his/her choice of behaviors; consistently embodies appropriate behavioral choices in both stressful and non stressful situations; practices the behaviors he/she advocates to others.
- **Time Management & Priority Setting:** Spends his/her time and directs the time of others to what is important; Uses time effectively and efficiently; quickly zones in on the critical issue, and ignores or minimizes distractions; can sense what will help or hinder accomplishing a goal; eliminates roadblocks; demonstrates focus.
- **Communication:** Is able to deliver a message clearly, articulately and with appropriate emotion in a variety of settings; demonstrates communication styles appropriate to the situation at hand; adjusts the message, without losing the essence of the message, depending upon the circumstance and the audience; helps people understand the information and knowledge and its relevance to the task at hand; is timely and transparent in the sharing of information.
- **Decision Making and Problem Solving:** Uses sound logic to approach difficult problems and apply effective solutions; can distinguish between symptoms, causes and implied solutions; decides in a timely manner based upon a blend of research, experience, risk-taking and judgment.