

Digital Communications Assistant



Reports to: Director of Communications & Development

Hours & Schedule: 15 hrs/week; Aug-Dec 2021

Location: Northern VA or Remote

The Digital Communications Assistant (DCA) is a 4-5 month contract, running from August-December, with the possibility of extension at the end of the year. We are searching for a diligent, detail-oriented DCA to support Coracle's mission- "*to inspire and enable people to be the presence of God in the brokenness of the world*"- by taking over the development and execution of Coracle's Email and Social Media communications.

The Coracle team consists of three full-time staff members who each work remotely; however, if the DCA is local to Northern Virginia, there may be a chance for more regular in-person work during the fall months.

RESPONSIBILITIES

1. **Creation & Execution:** works with the Dir of Comms & Dev to maintain and amplify Coracle's messaging across platforms, including:
 - Building and sending Coracle's weekly e-Newsletter, monthly Community Updates, and other targeted communications as required
 - Developing and executing Coracle's Social Media calendar
 - Designing marketing and ministry materials (if applicable)
 - Maintaining and updating promotional event pages
 - Other communications projects developed in conversation with the DCA

QUALIFICATIONS

- Mature Christian believer who ascribes to Coracle's mission and *Statement of Faith*
- Some familiarity with MailChimp, Hootsuite, Canva, and Google Suite preferred
- Excellent written communication skills
- Graphic design and proofreading skills a plus

HOURLY PAY

- This role pays \$20/hr up to 15 hours per week, paid out twice monthly.

[For questions or to apply please contact Drew Masterson at drew@inthecoracle.org
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