

**Job Title: Communications Specialist**

Revised January 2024

The Details:

This part-time, task-oriented position offers 20-25 hours per week with flexible work hours to be negotiated with your supervisor. The hourly rate ranges from \$22 to \$25, dependent on experience and qualifications. Reporting to the Director of Finance and Operations, you'll be an integral part of the team focusing on communications tasks vital for building community and promoting Foothills Unitarian.

The Opportunity:

As our Communications Specialist, you're not just a messenger; you're a creator of connections. You'll be at the forefront of shaping the way we share information, creating a community culture of belonging, joyful resilience, and collective courage. You'll use various forms of media to inform, invite, and respond in courageous love.

About Us:

At Foothills Unitarian, we're not just building a community; we're building a movement. Our culture blends fun, care, and hard work within an agile team. Engage in meaningful social change, foster innovation, and enjoy our Colorado business casual environment. We're about learning, growing, and seizing every challenge as an opportunity to evolve. Join us in building a community where joy and gratitude drive our mission of unleashing courageous love.

Your Role:

General Communications Implementation: Execute strategies that go beyond messages - create experiences.

Social Media Management: Own our online presence with engaging content that sparks conversations and invites interaction.

Content Writing: Craft narratives that tell the story of who we are and why others should join our important work and meaningful community.

Segmentation: Tailor messages to connect with different audiences in our community, ensuring each member feels seen and heard for who they are, fostering connection between community members with similar interests and passions.

Website Maintenance: Maintain the front door of our online presence with vibrant content and clear pathways.

What we're looking for:

Media Know How: We're looking for someone who can understand our mission, and take the forward-thinking, creative content delivered in person and make it accessible to others through a variety of channels. Someone who knows how to share stories and to re-tell them in all the places people are looking for them.

Tech Savvy: Embrace tech for impact; be fluent in the language of both software and hardware. We want someone who enjoys figuring how to harness tech, AI, etc. for more efficiency, can learn new systems easily and stays up to date with evolving communication channels, while also being able to provide accessible media for all ages.

Fearless Learning: We want you to be curious and willing to try new strategies. Don't be afraid to fail; instead see it as a step towards innovation.

Ownership: This work is important, and we want you to take it seriously, while using your skills to help us innovate. It's an opportunity to take charge and drive strategies that leave a mark.

Passion for Social Change: Our mission is courageous love; bring your passion for making a difference and advancing progressive values.

How to Apply:

If you think this is a fit for you, we'd love to hear from you. Send your Resume/CV, cover letter, a writing sample, and/or social media examples to apply@foothillsuu.org. Don't just tell us; show us why you're the right fit for our work and team.

Foothills Unitarian is an equal opportunity employer. We encourage applicants from all backgrounds to apply. Church members are not eligible for application.