**Job Description**

Job Title: MWC Interim Chief Communications Officer

Accountable to: MWC General Secretary

Date: November 2019 – October 2020

**Position Information**

Position type: 50%

Position location: to be determined

Job Description Summary:

The MWC Interim Chief Communications Officer is part of the MWC Operations team (senior leadership of MWC) who leads the overall MWC communication team in planning communication strategy and content. Specific responsibilities include: oversee Communications projects ensuring deadlines are met and MWC standards followed; work with and oversee Communications team; connecting the Communications team with other MWC staff as needed; and other responsibilities as assigned and as time permits.

Supervisory Responsibilities:

The MWC Interim Chief Communications Officer supervises the MWC Editor/Writer, MWC Web Communications Coordinator and the MWC Graphic Designer.

**Job Duties**

1. Oversee Communications projects
	* Maintain the big picture: ensure projects and different pieces are working together and on schedule
	* Ensure that MWC standards are followed in all published content, following MWC Visual Identity Guidelines.
	* Final quality check for finished publications and Communication pieces, including Courier magazine, Year in Review video, MWC Info, Worship Resource packages, electronic mailings and all other pieces.
2. Communication Team participation and supervision
	* Participate in MWC team meetings online and in person (as feasible) to plan integrated and coordinated content deployment across all MWC media – both print and electronic – and evaluate the MWC communication strategies.
	* Check in with the dispersed Communications team. Remind them of deadlines and ensure that tasks are completed as needed to maintain schedules.
	* Assist MWC Editor/Writer to follow up with authors for Courier magazine when needed, ensure deadlines are completed, trouble shoot problems that may arise.
3. Story/Content creation and Editing
	* Brainstorm and plan story ideas with the Communications team, specifically the MWC Editor/Writer.
	* Assign/Follow-up on stories in collaboration with Communications team; this may include working with volunteer writers.
	* Final review before publishing of stories.
4. Social Media and Graphic Design
	* Communicate general Communication team plans to the Web Communications Coordinator. Determine what needs to be promoted on social media. Review and boost Facebook posts scheduled by the Web Communications Coordinator.
	* When needed, follow-up with urgent social media issues.
	* Liaise with the MWC Graphic Designer to pass on information for design projects; review drafts of design projects and respond with comments. Send final files to appropriate MWC staff person.
5. Other duties
	* This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time.

**Qualifications and Competencies**

Qualifications

* Education: at least baccalaureate.
* Experience: one to two years of relevant experience (preferred); familiarity of global Anabaptist communities.
* Membership: membership in a MWC member church.
* Language: fluency in at least two MWC languages desired.

Competencies

* Knowledge of working with cloud programs and computer software, including Microsoft office and photo editing.
* Written communication.
* Collaboration and team work.
* Independent work.
* Project management.
* Information gathering and management.
* Cross cultural experience
* Knowledge of managing websites (Drupal preferred)

**To Apply**

To apply, email a cover letter and resume to jobs@mwc-cmm.org.