

DIGNITY/WASHINGTON COMMUNICATIONS COORDINATOR JOB DESCRIPTION

Dignity/Washington is searching for a Communications Coordinator, who works with the President and Board of Directors to ensure coordinated communications for the organization. The successful candidate for this position should possess excellent writing and editing skills as well as be knowledgeable and technically proficient in the current use of social media. *As this position is newly created, some changes may be made in the final job description.*

Position Summary: To promote public awareness of Dignity/ Washington, its mission and its past, current and upcoming activities, to its own members, and to the LGBTQ, Catholic and broader public.

The ideal candidate for this position would be willing and able to fulfill the following responsibilities which may include:

1. collaborate with the President of D/W, who is the initial point of contact for press inquiries and the spokesperson for the organization, for the release of all statements and information in response to such inquiries;
2. choose, collect and coordinate all information disseminated about our community to the larger LGBT, Catholic, and wider communities, i.e., what is publicized, with what degree of emphasis and urgency, by whom, for what purpose and by what means/media;
3. coordinate all internal news releases to the D/W membership through the Sunday bulletin, D/W listserve, and other means;
4. oversee the publication of the Sunday printed bulletin, to include the writing, selecting and proof-reading of news items, and doing its final layout, so that it is ready for photo-printing by the office manager, subject to a final review by the Executive Committee or designated member before publication;
5. write and distribute media releases reviewed and approved by the Executive Committee or designated member to be sent to: a) the local gay press; b) the secular press, including but not limited to the *Washington Post*; c) the religious news services, including but not limited to the *Catholic Standard* and the *Catholic Herald*; and d) all appropriate electronic media outlets, including the D/W website, Facebook pages, and appropriate blogs; this will include determining, on a case by case basis, which media will be sent the release;
6. maintain regular work relationship with the chairperson of the Communications Committee and its members as well as other D/W members wishing to disseminate news of interest;
7. report to the full D/W Board at its monthly meetings or whenever requested;
8. establish and maintain a repository/archive of D/W press releases for the history of the community;
9. maintain files and other resources of materials for the Communications Committee's needs;
10. write monthly submissions of D/W activities and events to the DignityUSA

- Dateline* e-newsletter;
11. coordinate the timely updating of the D/W website with current postings of news text and photos with the help of the volunteer D/W webmaster, including producing written material for this purpose;
 12. be willing to learn about the mission, life and activities of D/W;
 13. assist in the development and implementation of a media plan for D/W with the Communications Committee and for Board approval;
 14. maintain lists of media contacts;
 15. maintain contracts and relationship with consultants and external entities providing media services to D/W;
 16. assist with any other assignments and tasks as requested by the D/W Board and/or its Executive Committee; and,
 17. supervised by, and answerable to, the President of D/W or his/her delegate.

Position Qualifications:

1. be knowledgeable and technically proficient in the current use of social media, including but not limited to Facebook, Twitter, Instagram, as media to be used and developed for D/W;
2. possess excellent writing and editing skills as well as the communication skills necessary to elicit the right information from a variety of sources;
3. have exceptional attention to detail and organizational skills;
4. have past experience in a similar position preferred with demonstrated ability to work well under pressure of deadlines; and,
5. be able to work well with individuals of various personalities.