



100th Anniversary Communications Consultant

The Church Council of Greater Seattle seeks an experienced professional to provide strategic consultation, creative input, and ongoing staff support in building and implementing a strategic communications plan for our 100th Anniversary year in 2019.

Time Commitment and Pay

- ❖ This position begins November 2018 and ends December 2019
- ❖ A larger sum of hours will be required between November 2018 and January 2019 to aid in designing the strategic communications plan for the year
- ❖ 1-3 hours will be required per month from February 2019-December 2019 in order to provide insight and feedback throughout the process of implementing and adjusting the plan
- ❖ Hours will be scheduled but flexible within reason as needed, to be determined according to contract as well as availability of consultant and involved staff
- ❖ This position has an overall budget of \$4000, to be dispersed according to the contract

Scope of work

- ❖ Develop an initial, strategic communications plan for the 100th anniversary year collaboratively with staff. This includes defining, developing, and planning to measure the components of this yearlong campaign
- ❖ Advise staff in developing a "tool kit" of programs and systems to accomplish goals set in the strategic plan
- ❖ Give advice on initial planning and framing of overall message, and consult throughout the year on messaging as it is formed and dispersed
- ❖ Provide expert guidance in developing and utilizing new communications strategies and tools, and more completely utilizing our current methods and systems, to serve the goals of the Anniversary year. It is our hope that this systems development will be done in such a way that it supports improved communications both during and beyond 2019

Strengths Sought

- ❖ Experience designing, implementing, and managing communications strategies for organizations with unique voices, and for audiences with diversity of faith, personal and cultural identity, and socioeconomic background
- ❖ Constructive, dynamic collaboration in non-hierarchical groups
- ❖ Commitment to learning, uplifting, and deferring to the authentic, unique, and nuanced voice and character of our organization in all external communications

Open until filled.

To apply

Please send a cover letter, resume, and list of three references to AErickson@thechurchcouncil.org.