



Title: Director of Communications – Northern Illinois Conference
Department: Program Area
Reports to: Director of Connectional Ministries

Job Summary

The primary role of the Director of Communications is to convey the Northern Illinois Conference United Methodist story in a holistic and fully representative manner.

Basic Functions

- Oversee production of conference communications including print, enews and social media
- Writing and editorial functions (proofreading and copy editing)
- Support the conference leadership body (Annual Conference Shepherding Team) in interpreting their work including the conferences strategic goals
- Develop consistent brand identity in internal and external communications
- Coordinate development and maintenance of the conference website
- Assist conference leadership and local congregations in use of state-of-the-art communications tools and processes by connecting them to effective workshops, training and on-line resources
- Act as a resource and consultant on communications issues
- Serve as the contact point and conference spokesperson with the media
- Assist in crisis communication (both Episcopal, conference and local church level)
- Oversee and direct production of materials for the conference including promotional materials, directory, annual journal, brochures, videos
- Consult with conference committees, boards and agencies in their communication efforts
- Manage the communications area budget
- Develop relationships with the public and denominational news media
- Other duties as assigned

Minimum Requirements & Skills

- Bachelor's Degree with formal education or training in communications
- 3-5 years' experience preferred
- Understanding of the United Methodist Church structure and mission
- Excellent organizational, communication and relationship skills
- Proficiency in multiple communication platforms and accompanying software
- Experience in video production and proficiency in social media platforms
- Innovative, critical thinker able to multi-task
- Ability to learn new technologies as they are presented
- Ability to work independently and with a team
- Ability to maintain appropriate levels of confidentiality



- A plus but not necessary: the ability to speak Spanish, Korean or both

This position is a hybrid, full-time position with flexible hours. Some weekend and evening work is required. The position includes both Health Insurance upon hire (with wellness incentives) and Pension Benefits after a vesting period.

Abilities required

This section is for the physical demands of the position to comply with ADA standards

- Ability to lift 30+ lbs.
- Ability to sit for long periods of time

The Northern Illinois Conference is an equal opportunity, at will, employer. Interested applicants should submit a current resume and cover letter that explains what makes you the best candidate for this position to the Northern Illinois Conference of The United Methodist Church.

Please submit cover letter and resume via email to: Jobs@umcnic.org

Application deadline: January 9, 2023.

The Northern Illinois Conference is made up of approximately 345 churches ministered to by 300 active pastors. The churches are geographically grouped into five districts within the northern Illinois area. The responsibility for supervision and spiritual direction with the pastors and churches rest with five District Superintendents appointed by the bishop who provides overall leadership and direction for the Northern Illinois Conference of the United Methodist Church.

The purpose of the Northern Illinois Conference as expressed in the Discipline of the United Methodist Church is “to make disciples of Jesus Christ for the transformation of the world by equipping its local churches for ministry and by providing a connection for ministry beyond the local church; all to the glory of God.” The purpose of the conference is to equip and serve the local church to help fulfill and accomplish the vision of our Conference in “making and supporting vital Christians in vital congregations that engage with their communities and the world for peace, justice and mercy.”

We are a small staff of about 25 people that have assigned responsibilities and work together in cross functioning roles to be most effective for our clients – the churches and the pastors.