



LGBTQ
Religious Archives Network

Communications Coordinator Position Announcement

The LGBTQ Religious Archives Network (LGBTQ-RAN) is seeking a part-time Communications Coordinator to plan, implement and coordinate the communications and outreach initiatives of LGBTQ-RAN towards the goal of growing its constituency and increasing participation in its activities and programs. The Communications Coordinator will confer with team members to prepare an annual communications plan that integrates diverse media, including email newsletters and correspondence, social media postings, connections with partner groups and webinar programs. This position will collaborate with other team members to ensure the timely and strategic implementation of the communications plan. The position will provide metrics and periodic evaluation of progress toward meeting the goals of the communications plan. The position works strategically to increase the diversity of the LGBTQ-RAN constituency in terms of racial/ethnic background, gender identity, age and faith tradition.

Responsibilities include:

- Preparing, designing and writing e-newsletter and other regular email communications to constituents;
- Planning regular postings on social media, largely Facebook and Instagram;
- Overseeing production of annual report;
- Designing digital publicity graphics;
- Managing monthly online webinars: rehearsing with presenters; directing the live program and editing the final recording;
- Corresponding with kindred groups on promotional and outreach initiatives;
- Ensuring maintenance of contacts lists used for outreach.

Skills needed:

- Strong writing skills;
- Strategic planning;
- Creative design of digital graphics;
- Experience in Zoom webinar management;
- Recording and editing of audio-visual materials;

The Communications Coordinator will be supervised by the Executive Director and work in collaboration with the LGBTQ-RAN staff team. The Communications Coordinator will participate in LGBTQ-RAN online staff meetings every three weeks.

This is a contract position with an average of ten hours a week and will be compensated with an hourly rate in the range of \$32-\$36. This is a remote position and the person will provide their own work space and equipment for online research and work.

Since LGBTQ-RAN amplifies the voices and stories of diverse groups within LGBTQ religious movements, we are seeking applications from members of diverse communities and traditions. Women, people of color, and LGBTQ people are strongly encouraged to apply.

Interested persons can send a cover letter and resume to LGBTQ-RAN Executive Director Mark Bowman at mark@lgbtqreligiousarchives.org by April 1, 2024. Candidates should indicate education and/or experience related to communications and LGBTQ religious history.

LGBTQ-RAN is an equal opportunity employer. Our policy prohibits unlawful discrimination based on race, color, creed, gender, gender identity, religion, marital status, registered domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition, sexual orientation, veteran status, citizenship status, height, weight or any other consideration made unlawful by federal, state, or local laws.

February 26, 2024