



## **Independent Contractor Opportunity** Communications Specialist

The Washington State Catholic Conference (WSCC) seeks to contract with a part-time Communications Specialist to assist with website maintenance, communications assistance and other mission, communications, and social media related tasks for the organization. The WSCC is the public policy voice of the Catholic bishops of Washington state. You can visit our website at <https://www.wacatholics.org/>

We estimate the time necessary to fulfill the required responsibilities to be approximately 10 to 15 hours per week.

Job responsibilities include:

- Conducting periodic structural upgrades to the WSCC website using Craft CMS
- Updating and maintaining the WSCC website in English and Spanish (professional translation provided) to keep Catholic advocacy content fresh and current
- Creating timely social media graphics, postings and campaigns while managing all aspects of WSCC social media currently on Facebook, Twitter, Instagram, and YouTube, to include ad buys, boosts, and monitoring online activity
- Creating and maintaining WSCC's presence on additional relevant social media platforms such as LinkedIn
- Developing and implementing strategies for expanding website traffic, and growing the WSCC's Catholic Advocacy Network and social media following across WA state using key analytics
- Creating graphics and promotional pieces such as brochures, bulletin inserts, event invitations and flyers, posters, etc. using desktop publishing and other tools
- Assisting with layout of quarterly WSCC Catholic schools newsletter
- Filming and/or editing short videos for the WSCC YouTube channel
- Creating and administering surveys, tracking survey results, and generating reports
- Assisting with growing a virtual network of parish-based, Catholic legislative advocates statewide via regular communications, sharing of best practices, and statewide information, focused on year-round advocacy.

The successful applicant will provide evidence of accomplishment and demonstrated success in delivering work products related to:

- Craft CMS or other web content management systems
- MS Office, Voter Voice or other advocacy software, Survey Monkey and publishing programs such as Canva, Photoshop and Microsoft Publisher
- Managing communications and creating informational campaigns
- Social media expertise, including best practices in marketing, and growing follower network
- Video filming/editing
- Basic reading ability in Spanish

Accomplishments in the Catholic domain will include:

- Familiarity with public policy issues as they relate to Catholic Social Teaching
- Being an active member of a parish/faith community in good standing with the Catholic Church
- Willingness and ability to support the mission of the Catholic Church

Other Requirements:

- 3 years working as a Communications Specialist
- Ability to work independently and in a team environment
- Ability to meet deadlines in a busy work setting
- Ability to work remotely
- Excellent written and oral communication skills

Please email your resume with cover letter to: Tracey Yackley, Operations Manager at WSCC  
[tracey.yackley@wacatholics.org](mailto:tracey.yackley@wacatholics.org) by **October 15, 2022**.