

**Job Title:**                   **Communications Officer**  
**Reports To:**               **Senior Vice President**  
**Status:**                     Full-Time, Exempt, Salaried  
**Start Date:**               \_\_\_\_\_

Auburn is a leadership development and research institute working with faith-rooted justice leaders and movements to catalyze change. Using innovative, research-based methodologies, Auburn equips leaders to frame the critical conversations of the day and mobilize the public to work across divides to create the world for which humanity longs. We believe that societies work best when people actively participate in public conversations about issues, policies and legislation. Through advocacy and thought leadership, Auburn helps to influence society's views on pressing social issues, such as income inequality, climate change, LGBTQ equality, gender justice, gun violence, immigration and racial justice. In just the last year, Auburn reached more than a million people through our trainings, digital outreach and national convenings.

Learn more at [www.AuburnSeminary.org](http://www.AuburnSeminary.org)

## **THE POSITION**

Under the direction of Auburn's Senior Vice President, the (Chief) Communications Officer serves as principal advisor providing comprehensive and proactive communications, strategies and planning, media relations, and analysis to the President, leadership team and throughout the organization. In this exciting role you will cultivate and raise Auburn's public profile and image in all media, including editorial coverage, written materials, collateral, videos, internal and external websites, social and other new media. You will help drive Auburn's content creation shop in a newly constructed media lab, and will manage and develop internal communications to a diverse staff, partners and affinity organizations.

As our communications lead you'll manage, mentor and partner with our Director of Digital Engagement in the advancement of Auburn's communications function.

The (Chief) Communications Officer will directly manage communication activities that promote, enhance, and protect Auburn's brand position and advance the cause of the multifaith movement for justice. You'll guide the strategy for all internal and external institutional communications platforms, including the web properties, social media, print collateral, video content, press engagement and public relations messages to consistently articulate Auburn's mission. In consideration of the diverse venues in which Auburn communicates with the public, this position must be highly effective at internal and cross departmental collaboration, including a special focus on partnering with the Strategic Philanthropy team.

Our ideal candidate is curious, innovative and engaging. We are seeking someone who is energized and creatively excited by Auburn's commitment to drive ideas and facilitate conversations and strategies in support of leaders, groups and institutions operating at the center of local and national movements.

## **PRIORITY AREAS**

1. Institutional Communications Strategy
2. Public and Media Relations
3. Programmatic Strategic Communications
4. Departmental Administration
5. Content Creation
6. Marketing and Collateral Materials
7. Branding

## **QUALIFICATIONS**

- Bachelor's degree (B.A.), preferably in communications or related field.
- At least 10 to 12 years of national communications/public relations experience level (5+ at the executive level).
- Proven history of breakthrough campaigns to change narrative in political or social justice arenas
- Is a demonstrated wordsmith who writes clear, concise and compelling press materials, speeches and briefs swiftly.
- Thrives in a fast paced, high volume environment. The ability to manage competing priorities at once is paramount to the position's success.
- Is highly collaborative and is a relationship builder and unifier with colleagues at all levels.
- Has strong existing relationships with industry media.
- Is interested in theological issues and religious communities.
- Loves leading and mentoring a team – and is also a 'doer' who leads by example.
- Approaches their role strategically and creatively.

## **APPLICATION PROCESS**

For employment consideration, the optimal way to contact us is via e-mail.

- All applications must include (all in PDF format):
  - Resume
  - Thoughtful cover letter (including how you became aware of this opportunity: *job portal, referral, etc.*)
- **All applications will be received via email. No phone calls or snail mail.**
- E-mail applications to: [careers@auburnseminary.org](mailto:careers@auburnseminary.org)
- Subject Line: Communications Officer /YOUR NAME

**Application deadline is November 16, 2018 at 5:00pm, EDT**

Auburn Theological Seminary is an Equal Opportunity Employer and is committed to complying with all federal, state and local equal employment opportunity ("EEO") laws. Auburn Theological Seminary prohibits discrimination against staff members and applicants for employment because of the individual's race, creed, alienage, citizenship, color, sex (including pregnancy), religion, national origin, age, sexual orientation, disability, gender identity or expression, marital status, partnership status, genetic information or predisposing genetic characteristics, military status, domestic violence victim status, prior arrest or conviction record, or any other characteristic protected by law. This Policy applies to all Auburn Theological Seminary activities, including, but not limited to, recruitment, hiring, compensation, assignment, training, promotion, performance evaluation, discipline and discharge. As detailed below, this Policy also bans discriminatory harassment.

Auburn Theological Seminary will provide reasonable accommodation consistent with the law to otherwise qualified staff members and applicants with a disability and to staff members and applicants with needs related to their religious observance or practices. What constitutes a reasonable accommodation depends on the circumstances and thus will be addressed by Auburn Theological Seminary on a case-by-case basis.