

Communications Specialist Job Posting

CLC Network is seeking applications for a part-time communications specialist to begin immediately at our Wyoming, MI office. This position will begin at 16 hours per week during the summer months, with potential for continuation into the 2019-2020 school year. This is an hourly position with no benefits available.

The **communications specialist** amplifies CLC Network's mission to faithfully build belonging for persons of all abilities by sharing stories and producing content for donors and school and church leaders through print and digital communications.

Under the direction of the marketing and communications director, the communication specialist will:

- Craft written stories from start to finish, including interviewing, editing, publishing, and distribution (e.g. social media, blog, email newsletter, print newsletter, etc.);
- Edit and design resources for our client schools and churches;
- Maintain website content, with an emphasis on our Member Center;
- Manage a comprehensive communications calendar;
- Assist with event marketing;
- Provide copywriting and editing support to organizational leaders.

The ideal candidate will possess the following skills and background:

- Ability to profess and demonstrate one's commitment to Christ and his teachings;
- Understanding and passion for our values and mission;
- Bachelor's degree in marketing, communications, English, journalism, or related field;
- Minimum 1-3 years of related experience;
- Excellent written and verbal communication skills, with demonstrated ability to write for diverse audiences;
- Excellent time management and organizational skills;
- Ability to work independently while working collaboratively as part of a larger team;
- Extreme familiarity and comfort with technology, including the following platforms:
 - Microsoft Office Suite: Word, Excel, and PowerPoint
 - MailChimp
 - WordPress

- Strong knowledge of social media platforms (Facebook, Twitter, LinkedIn, and Instagram) and experience using these channels;
- Strong eye for graphic design;
- Familiarity with branding best practices;
- Familiarity with video editing software.

About Us

Our mission is to equip congregations and schools to glorify God through purposeful, innovative inclusion of persons with varied abilities. Directed by the Gospel of Jesus Christ and relying on the Holy Spirit, we believe:

- Diversity of ability is necessary for complete community;
- We experience God's love through belonging in community;
- We bring glory to God when we live, learn, serve, and worship together in interdependent community.

In September 2019, CLC Network will become All Belong Center for Inclusive Education. This redefined, bold organizational identity clearly articulates the heart of our forty-year mission—that persons of all abilities *belong* within community. The communication specialist will participate in an exciting transition as we launch our new brand!

To Apply

To apply for this position, please send a cover letter, resume, and statement of faith to Sharon Ward, CLC Network office/business manager, at sward@clcnetwork.org.