

Position Description:

Communications Specialist, Office of the President
Ethics & Religious Liberty Commission, Southern Baptist Convention

JOB SUMMARY:

This full-time position is designed for an organized, detail-oriented, self-starting team member that desires to partner with the ERLC in its mission to apply the gospel to everyday life in a fun and fast-paced environment. This role's primary responsibility is to provide support in the Office of the President and leverage spoken and written material for maximal strategic reach.

ESSENTIAL JOB FUNCTIONS:

The employee in this position will have the following essential job functions:

- **Strategic support:** Oversees concentrated effort leveraging spoken and written material for maximal strategic reach.
- **Research support:** Directs research efforts for the President's books, articles, speaking, writing, podcasts, preaching, and endorsement and comment requests; reads widely in theology, ethics, politics, and among key digital and print publications, organizing content and advising the President in areas of interest.
- **Administrative support:** Shepherds writing projects from beginning to end—keeping track of progress, documents, drafts, and deadlines; manages records, files, and writings.
- **Project management support:** Works with staff in the president's office to vision, sketch, and plan writing projects; helps facilitate and organize a consistent writing and publication schedule.
- **Proactive support:** Pitches ideas for new content, initiatives, and publications within the organizational publication strategy.
- **Digital and analytical support:** Studies best practices in digital communication strategies, especially within social media, and develops analytic-based approach to measure effectiveness and reach of President's publications.
- **Web support:** Oversees posting, developing, and maintenance of the President's website.
- **Editorial support:** Ensures excellence of publications in content, accuracy, and appearance.
- **Team support:** Assists Chief of Staff in managing workflow in relation to the President's broader administrative, executive, and travel duties; performs other duties as assigned by the Chief of Staff or President.

SKILLS AND REQUIREMENTS:

- College degree (M.Div. preferable) in related field or equivalent experience
- Organized and detail-oriented approach to work
- Self-starter who has the ability to anticipate needs
- Theological, ethical, and political interest and awareness
- Developed skills in writing and digital communication strategies and platforms
- Familiarity with and willingness to engage constructively within the SBC
- Location: This position is based in the ERLC's Nashville office
- Supervision: This position reports to Daniel Patterson, Chief of Staff