



Auburn Seminary

Trouble the waters. Heal the world.

Job Description

Job Title: Associate Director, Media & Communications Training
Reports To: Vice President, Auburn Action
Status: Full-Time, Exempt, Salaried
Start Date: August 15, 2015

Leaders of faith and moral courage have guided social change throughout our nation's history—from the abolition of slavery and the fight for Civil Rights to the struggle against gun violence and global warming. Auburn identifies and strengthens leaders—from the pulpit to the public square—to build communities, bridge divides, pursue justice, and heal the world. Learn more at www.auburnseminary.org.

THE POSITION

Auburn Seminary seeks a powerful communicator with project management skills to support Auburn trainers in realizing our shared goals for educating and equipping the multifaith movement for justice with the skills to communicate prophetically in the media, online, and in person.

This position will support training curricula at Auburn that include Media Training (Auburn's longest running and most developed curricular offering), Faith-rooted Story-Telling for Social Change, Organizing in a Modern Age, Digital Storytelling, and related trainings under development.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Grow the fee-for-service base for prophetic communications training. Through networking and proactive marketing, work with potential clients to turn leads into scheduled trainings.
- Serve as a member of the prophetic communications trainer team, traveling up to twice a month to a training location.
- Regularly improve training curricula and materials. This includes consulting with trainers, reviewing evaluation data, editing materials, and project management with budgets.
- Manage the one-on-one prophetic communications training and consulting program for Auburn's Senior Fellows, which includes matching trainers with Fellows real-time requests, helping ensure that Senior Fellows are receiving the support they need, and partnering with Senior Fellows' communication professionals to ensure maximum impact.
- Serve as the "team leader" of Auburn's part-time prophetic communications trainers. Assist in recruiting, training, and onboarding trainers. Communicate with trainers individually and as a group.

- Be the project manager for the digital presence of Auburn's prophetic communications. This may include developing new digital tools that extend the impact of the media training and other prophetic communications curriculum elements, like a "Core Message Refresh" tool where trainees can develop a core message online quickly and easily.
- Create and carryout prophetic communications programs and events (in partnership with other program and administrative staff). This may include gatherings like a two-day "prophetic communications boot camp" at Auburn's new convening space in NYC.

QUALIFICATIONS

- Demonstrated experience in the ins and outs of modern communications in the fields of social change and faith.
- Experience with serving as a dynamic trainer in education, nonprofit, or for-profit settings. Experience in online instruction and media training a plus.
- Powerful aptitude for project management, creating effective process, and "get-it-done" attitude.
- Excellent capacity for quick and lean writing.
- Passion for social change work as it intersects with faith, religion, and spirituality.
- A natural ability to manage multiple projects on tight deadlines.
- Collaborative nature with a clear ability to focus on tasks..
- Demonstrated experience working directly with senior leadership on a shared goal.
- A working understanding of Microsoft Office, Google Docs, social media, Salesforce, and email blast tools.

EDUCATION:

Bachelor's degree (B.A.), preferably in communications or related field.

TO APPLY:

Please email a thoughtful cover letter and resume to the attention of Isaac Luria, Vice President, Auburn Action, at work@auburnseminary.org with the position title in the subject line. No phone calls, please.

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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.