



Communications and Events Coordinator

ECM seeks a Communications and Events Coordinator to join our team to craft and disseminate compelling content and organize events to further our mission of shrinking the racial wealth gap.

About the organization

The mission of ECM is to build relationships and collective power across the Commonwealth of Massachusetts for racial and economic justice as the expression of God's transforming love. We do this by organizing Episcopalians and funding BIPOC-led movement building in grassroots and faith-rooted organizations and by using our moral voice to share and amplify the work for justice and repair of ECM and our partners.

Founded in 1844, ECM is a well-respected organization that has a strong history of successfully partnering with Episcopalians and faith-rooted communities as well as funding grassroots organizations and movements. Early in 2022, ECM's Board approved a mission alignment strategy that focuses our work on the racial wealth gap and adopts a reparative frame rooted in a spirituality of liberation. In the next 3-5 years, ECM will be implementing this focused strategy and identifying partners for this important work of change. To read more see our [strategy kernel](#).

This strategic move expressed in our strategy kernel brings more cohesion and impact to ECM's outward-facing work of moving money and people for racial and economic justice and reflects most profoundly our commitment to leading at the intersection of spirituality, healing, and justice. Internally, ECM has a strong commitment to embodying its organizational values of liberation and equity, transformational learning, purposeful action, collaboration and partnership, and spirituality and faith through our teams, practices and protocols.

Role

The Communications and Events Coordinator will work in partnership with the Episcopal Organizing and Philanthropy teams to develop and implement strategic communications and to execute mission-aligned events. This position will be part of ECM's Operations Team and report to the Chief Operating Officer. S/he/they will work collaboratively with ECM staff, board and partners to leverage ECM's moral voice and amplify the stories of repair, healing and justice from ECM and our partners to have an impact on the racial wealth gap.

Primary Responsibilities

Communications

- Coordinate the development and implementation of the communications strategy in partnership with the Executive Director and teams, to advance the mission by using ECM's moral voice to amplify our work and that of partners to shrink the racial wealth gap.
- Lead the generation of high-quality content—online and print—with consistent branding and messaging about ECM's mission, goals, accomplishments and opportunities for engagement including newsletters, annual report, and website
- Engage and support ECM staff and constituents (Board, Episcopal leaders, philanthropic and grassroots partners) to contribute content that tells the story of power building and actions toward shrinking the racial wealth gap
- Update and maintain ECM's website and social media presence—ensure that new and consistent article links, stories, and events are posted regularly
- Research and develop new ideas for website and social media content.
- Coordinate graphic design and branding consultants as required.
- Track and measure the level of engagement with ECM's outbound communications and social media over time
- Support Philanthropy and Episcopal Organizing teams to design and/or translate their materials for online platforms.

Events

- Coordinate the logistics for ECM events. The list of events includes, but is not limited to: Annual Meeting, ECM Board and Committee Meetings, Staff and Board Retreats, Episcopal Organizing convenings, Grantee Gathering, and Trainings
- Engage staff team to support events as appropriate.

Qualifications

As a prerequisite, the successful candidate must believe in the core values of ECM and be driven by the mission. Beyond that, we are seeking a candidate with energy and skills to be part of and support a driven, bright, diverse team.

We are seeking an enthusiastic, self-motivated candidate who has excellent interpersonal and writing skills, excels at project management, and is skilled at balancing competing priorities and relationships.

- Outstanding communication skills—written and oral
 - Bilingual abilities in Spanish desirable.
- Demonstrated ability to write compelling materials.
- Excellent organizational and negotiation skills.
- Experience collaborating with colleagues.
- Computer savvy with proficiency in MS Office and Google suite—ideally with graphic design software and photo/video editing experience.
- Working knowledge of platforms/software for customer relations management, email marketing, social media.
- Mission and service-orientation.
- A commitment to racial and economic justice.
- Desire and ability to work with diverse populations
- Ability to collaborate with and communicate concerning a diverse political spectrum - including more mainline Episcopalians, grantees, and other BIPOC led power building organizations and networks,
- Ability to travel within Massachusetts and work occasional evening and weekend hours.

Compensation Starting Salary: \$60,000-\$65,000. Excellent benefits including health and dental, 10% pension and 3 weeks paid vacation and 10 days personal/sick time.

To Apply Submit a copy of your resume with a cover letter outlining your qualifications, experience and motivations to admin@ecmteam.us.

Episcopal City Mission will not discriminate in its employment practices due to an applicant's race, color, religion, sex, national origin, sexual orientation, gender identification and veteran or disability status.