

For over 75 years, Episcopal Relief & Development has been working together with supporters and partners for lasting change around the world. Each year the organization facilitates healthier, more fulfilling lives for more than 3 million people struggling with hunger, poverty, disaster and disease. Inspired by Jesus' words in Matthew 25, Episcopal Relief & Development leverages the expertise and resources of Anglican and other partners to deliver measurable and sustainable change in three signature program areas: Women, Children and Climate.

Digital Marketing Associate (New York, NY OR Remote)

The Digital Marketing Associate actively participates in creating and supporting digital marketing and social media strategies in support of the goals of the organization's Strategic Plan and Core Values. Your primary responsibility is to increase digital brand recognition, visibility and engagement with key audiences around The Episcopal Church, the Anglican Communion and the larger development community by building and maintaining the organization's presence on social media and digital platforms.

As Digital Marketing Associate you will:

- Manage and monitor digital and social media platforms (Facebook Business, Twitter, Instagram, LinkedIn, Word Press, Mailchimp and other tools/channels)
- Build and promote branded collateral for social media and digital campaigns on Canva, Adobe Suite and Wave
- Support the production and deployment of a content strategy and editorial calendar to develop and circulate compelling written stories, video and multi-media content on the organization's blog and other platforms
- Maintain the ongoing inventory of digital content such as logging video, audio and photo assets
- Facilitate online conversations with supporters to foster meaningful connections, increase donations and encourage active participation on digital channels
- Assist with the development of metrics and goals to measure the effectiveness of digital strategies and campaigns using Google Analytics 360 and other measurement tools and prepare regular monitoring reports
- Manage social media and digital project related monthly invoices and billing

You Are:

- A confident communicator with excellent writing and communications skills including editing and proofreading who thrives in a Mac/Google environment
- Knowledgeable of and proficient in current social media trends and platforms (i.e., Facebook Business, Twitter, Instagram, LinkedIn, Word Press, Mailchimp)
- A highly creative self-starter with a strong ability to work collaboratively and apply constructive feedback
- A highly organized and detail-oriented multi-tasker who is adept at managing competing priorities and meeting deadlines in a fast-paced environment

You Have:

- A shared commitment to Episcopal Relief & Development's values, principles and philosophy
- A Bachelor's Degree in Digital Marketing, Communications, New Media or related field and/or equivalent work experience
- A minimum of three (3) years of experience in digital media, communications, editing and writing in a non-profit or faith-based environment
- A minimum of two (2) years of experience with Microsoft Office and Adobe Suite – Adobe Creative Cloud, Canva, Wave or similar software
- Strong broad-spectrum digital proficiency with photo/video editing and graphic software, plus cloud-based platforms like Google Suite, Box or Dropbox
- A minimum of one (1) year of social media coordination and audio and video editing experience (strongly desired)
- Demonstrated results in project management of blogs and editorial calendars with guidance

How To Apply:

Email cover letter and resume to careers@episcopalrelief.org with the subject line "Digital Marketing Associate." For more information, visit our website at www.episcopalrelief.org.

* This position can either be located in New York, NY or can be a remote position.

* Generous benefits package offered.

** Episcopal Relief & Development provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, sexual orientation or any other legally protected status.*

Episcopal Relief & Development offers reasonable accommodations in the hiring and employment process for individuals with disabilities. If you need assistance in the application or hiring process to accommodate a disability, you may request an accommodation at any time.