



FAITH IN TEXAS

The Power of Faithful People

About Faith in Texas

Faith in Texas is a growing multi-racial, multi-faith grassroots movement of churches, mosques, synagogues, and laypeople united in values working together for economic, racial, and social justice. We create pathways of opportunity for all Texans and affect change at the local and state levels by teaching, empowering, and mobilizing congregations and communities through civic engagement and community organizing. We believe the key to creating Beloved Community is the aligned and galvanized *Power of Faithful People*.

Faith in Texas has a diverse staff and large base of congregations, clergy, faith leaders and lay leaders across the DFW metroplex. We are purposefully building a multicultural, directly-impacted-led movement with faith and race at the center of our work. Faith in Texas is an affiliate of the Faith in Action network, the nation's largest network developing civic leadership in low- and moderate-income communities.

Faith in Texas is an Equal Opportunity Employer. We are committed to building a staff that reflects the diverse communities that make up our communities. We take pride in creating a welcoming workplace for veterans, women, people of diverse racial and ethnic backgrounds, formerly incarcerated people, people with disabilities, and people with parenting and caretaking responsibilities.

Job Description

Faith in Texas is seeking a Communications Specialist to join our talented and diverse team. This is a temporary (with permanent potential) part-time, hourly position based in Dallas, that may include evening and weekend work as needed. The initial employment term will be through at least March 31, 2021.

The Communications Specialist will assist in researching and compiling press lists, creating social media posts, and drafting communications materials. This position reports to the Director of Communications and works directly with the Faith in Texas communications department to drive messaging and develop strategies for digital campaigns and other outreach. This is a self-motivated position that requires the ability to work with agility. The ideal candidate will have strong organizational abilities who is eager to learn and lead.

The ideal candidate:

- Is a future-minded, dynamic change agent who is passionate about social change.
- Thinks creatively and multitasks with ease.
- Thrives in a fast-paced, team-based atmosphere.
- Is highly organized and detail-oriented.
- Has strong communication skills and maintains a high level of professionalism at all times.
- Uses critical thinking to approach challenges and effectively solve problems.
- Is a voracious independent learner.
- Enjoys collaborating with people from diverse racial, cultural, religious and socioeconomic backgrounds.
- Knows how to meet a deadline.
- Is flexible, proactive, and resourceful.
- Speaks and writes fluent Spanish.

Responsibilities:

- 50% Communications — Network Engagement, Content Production:
 - Manage and produce written and multimedia content for email, website, and social media networks to raise Faith in Texas visibility and engagement.

- Develop and post regular content for Facebook, Twitter, Instagram, and other platforms.
 - Write and design regular content for organization website.
 - Use design software to create graphics and edit photographs.
 - Take pictures and videos to document FiTX events and generate content.
 - Develop creative writing projects that drive a narrative in support of the FiTX mission, vision, and campaign objectives.
 - Plan and manage projects to support Faith in Texas campaign work. Potential projects could include short videos, infographics, digital guides, newsletters, and flyers.
- 25% Communications — Media Relations:
 - Identify and develop relationships with media and key communications partners to maximize outreach and press coverage.
 - Track news coverage of FiTX and key issues.
 - Coordinate timely media requests and follow-up.
 - Work with communications team to proactively pitch outlets around key issues and publish media advisories, press releases, and statements.
 - Develop talking points for relevant current events and programming for use by staff and leaders.
- 25% - Research, Strategy, and Analytics:
 - Participate in regular meetings and conference calls to collaborate across departments on campaign initiatives and methods to facilitate communications support.
 - Perform campaign- and issue-based research and reports to leverage opportunities for FiTX communications.
 - Help develop and incorporate new communications tools and creative dissemination strategies to strengthen FiTX programming.
 - Prepare regular reports on FiTX communications, including media hits and social media and website analytics to identify insights and improvement opportunities.
 - Use organizing data and reports to develop and publish forward-facing collateral for various audiences.

Please note, this is a non-exhaustive list and is subject to change as needed to accommodate the organizational goals of Faith in Texas.

Qualifications:

- 3-5 years of communications experience.
- Lived or work experience with diverse communities and/or social justice organizations.
- Experience using various social media platforms and knowledge of social media engagement strategies.
- Demonstrated ability to develop productive relationships with media.
- Proven success working in a collective environment, including interpersonal skills to interact sensitively with colleagues, community members, and leaders from diverse social, cultural, and faith backgrounds.
- Above average oral communication skills sufficient to synthesize information and present to others in a clear, concise way.
- Demonstrated ability to write and edit clear, compelling, and grammatically correct content.
- Adept at working without supervision to determine workload priorities, identify and resolve problems, and complete work in a timely manner.
- A strong visual eye.

Preferred Skills:

- Proficiency in written and oral Spanish.



- Above average graphic design and video/multimedia production skills.
- Experience with Wordpress, Hootsuite, and Mail Chimp or similar/equivalent platforms.

To apply, submit the following in PDF format:

- Your updated resume. Do not exceed two pages.
- A cover letter that highlights your relevant experience, reflects on your connection to our areas of focus and/or the broader social justice movement, and outlines your interest to increase visibility of such issues. Do not exceed one page.
- A list of 3-5 references. For every reference, please include name, email, phone number, and relationship.
- 1-2 writing sample(s). The sample should reflect recent work and/or relevant content. For example: op-ed, news article, blog post, or similar content.
- If applicable, 1-2 design sample(s). The sample should demonstrate your visual skills in design, video, or other multimedia.

Please note, links to content are ok as long as it's clearly attributed to you.

Email your submission to Lola Vinson, communications director, at careers@faithintx.org for consideration. Incomplete submissions will not be considered. Only selected candidates will be contacted for an interview.

