



Job Opening

Emmanuel Gospel Center (EGC)

44 Moultrie St.

Dorchester, MA 02124

egc.org/race

Communications Administrator

Race and Christian Community Initiative (RCCI)

JOB OVERVIEW: Offer communications support to RCCI with a focus on planning, developing, and distributing communications that build community and contribute to the dismantling of racism.

HOURS: Average of 16 hours / week, depending on deadlines.

COMMITMENT & TERMS: This is a temporary, 6-month position that has the possibility of turning into a permanent position.

RATE: \$20-22/hr.

LOCATION: This work can be done remotely, though all team members are welcome to work at EGC's offices when they reopen.

BACKGROUND:

[RCCI](#) was founded in 2017 after two years of community-based listening and collaborative development under the leadership of RCCI's Director, Megan Lietz, a multiracial advisory board, and partner affiliates.

RCCI imagines Christians continuing Christ's redemptive work by collaborating across racial lines to foster shalom between individuals, communities, and systems damaged by racism. RCCI works toward

this vision by equipping Christians in Greater Boston to engage issues of race in ways that honor the image of God in all people and nurture the righteousness and justice Jesus desires for our communities. In doing so, we aim to strengthen and give shape to a missional community of Christians who are committed to racial healing. We envision this community as a place that develops strategic relationships, offers support, and shares resources for growth and action.

RCCI does this through two streams. The first, and most developed stream, is our programs that provide biblically based anti-racism education and coaching to White evangelicals. This manifests in our [cohort communities](#) and [support and accountability groups](#). The second stream engages multiracial community through [workshops](#) and [community forums](#).

RCCI's mission, vision, programs, and missional community are augmented through RCCI's online communications and resources. These include our regular resource and events email list, [Facebook page](#), quarterly newsletter and growing [resource page](#).

For the next 6 months we are seeking someone who can offer solid communications support that will help provide the space to build a more robust team. Though the job is administrative in nature, RCCI deeply values collaboration and invites all team members to shape the vision and practice of RCCI's ministry.

There is the potential for this temporary position to become a permanent part of RCCI's team.

ROLES & RESPONSIBILITIES

The RCCI Communications Administrator will report to the Director of the Race and Christian Community Initiative and be responsible for the following duties:

- Plan, develop, and send RCCI's newsletters and email blasts.
- Post on social media regarding the activities of RCCI, public service announcements, and in response to major current events.
- Conduct race-related research, process and document resources, and synthesize findings.
- Develop, post, and update educational materials for EGC's resource page.
- Offer input on the vision, strategy, and policy around RCCI's media engagement and communications.
- Complete other communication or administrative tasks as assigned.



SKILLS & EXPERIENCE

- Familiarity with racial reconciliation, healing, and justice conversations, language, and resources
- Understanding of, experience in, and ability to effectively engage diverse Christian communities in Boston, across racial and denominational lines
- Ability to think deeply and communicate clearly and sensitively about complex concepts and dynamics
- Ability to create excellent communications that are aligned with RCCI's vision, mission, values, postures and strategies
- Strong organizational, administrative and planning skills
- Excellent time management skills and ability to produce and distribute products within set deadlines
- Proficient in standard office applications (e.g. Microsoft office, Google suites)
- Experience in or willingness to learn communication and website platforms such as Squarespace, Constant Contact, and Grammarly
- College degree or commensurate experience

CRITICAL QUALITIES

- Strong commitment to diversity, equity and inclusion
- Affirms EGC's and RCCI's vision, mission and values
- Sees contributing to the dismantling of racism as a part of God's redemptive work, anti-racism education as a part of Christian discipleship and anti-racist action as an outworking of the Christian faith
- Takes the posture of a bridge-builder across racial lines
- Speaks truth in love
- Comfortable working independently while valuing collaboration
- Mature Christian faith

TO APPLY

To apply, please submit a resume and cover letter to Megan Lietz at mlietz@egc.org and write "RCCI Communications Administrator" in the subject line. Submissions are due by **Fri. Oct. 16th, 2020.**