

Associate Communication Director/*Record* Managing Editor  
Southwestern Union Conference of Seventh-day Adventists

The Southwestern Union Communication Department is seeking to hire an associate director/managing editor to develop and execute communication strategies that support internal and external marketing endeavors and communications including the production of the *Record* magazine suite, print and digital content creation, and social media management, in addition to corporate initiatives and priorities of the Southwestern Union. We are looking for a strategic thinker, creative professional and skilled editor who will provide high levels of project management and execution with experience in journalism and corporate communications.

Responsibilities Summarized:

- Supports the development and implementation of strategies and action plans for the Communication Department and Southwestern Union.
- Under the direction of the communication director, acts in a supervisory role of the communication department staff and resources in a manner consistent with the high standards of quality and Adventist values of the Southwestern Union.
- Maintains and supports strong working relationships with union personnel, conference personnel, university personnel, and others.
- Supports conference communicators and maintains communication through scheduled on-site visits, e-mail correspondence, video conferencing, and training seminars at the request of the communication director. Assists the director in leading bi-annual communication advisory committee for communication colleagues in the five conferences and the university.
- Collaborates on NAD Communication initiatives with other union communication teams. Serves as a member of the NAD Communication Advisory and attends bi-annual meetings.
- Assists in the coordination of the writing, editing, and publication of monthly and special publications, such as the Southwestern Union quinquennial reports.
- Supports the development and execution of the strategic communication plan for the *Record* magazine.
- Coordinates production management of the monthly *Record* magazine
- Coordinates content for the magazine at the request of the communication director, including feature stories, news, editorials, and interviews.
- Writes and edits content for the magazine.
- Assists in publishing magazine content to digital platforms.
- Assists the communication director in the development of new channels, assets, and content for the *Record* suite.

This is an in-person position in Burleson, Texas and requires some travel. For the full job description and to apply, visit [SouthwesternAdventist.org/hr/employment-opportunities](https://SouthwesternAdventist.org/hr/employment-opportunities)