

Staff Duties

October 2010

Communications

Ruth Meteer

RISEN Designer and Editor

E-RISEN EVENTS Editor

Website Content Manger

Diocesan Blog

- News updates 2x per week

Diocesan Social Media Outlets

- Facebook daily updates

- Twitter

- Foursquare parish venue updates

- Google places listings

Public Relations and Media Management

- Press releases

- Reporter response

- Statement coaching

- Press comment pastoral response team

Graphic design of collateral materials

- Christian Formation catalog

- Event ads & bulletin inserts

- Ordination and New Ministry invitations

- Posters/bookmarks/brochures

Other program support

- Online registration management

- Episcopal Charities campaign publicity

- Event technical support

- Event advertising

Diocesan photographer

Parish communication consultations

Committee communication consultations

Research of best practices and trends

Manage internal communications networks

- Parish administrators' talk group

- Facebook administrators' help group