

International Pathfinder Camporee Emergency Communication Coordinator

Job Overview

International Camporee Administration looks to the North American Division to be the spokesperson for all emergency communication needs including: public media and Seventh-day Adventist Church related media.

Responsibilities and Duties

Strategic Planning

- Responsible for the Emergency Communication Plan; updates, and management of crisis communications preparedness & activity for the International Pathfinder Camporee.
- Develops comprehensive emergency communications strategies.
- Provide expertise and share knowledge on appropriate response to issues with the International Pathfinder Camporee Executive Director.
 - Create emergency news releases prior to the Camporee to be shared with Camporee Administration, prior to the Camporee. (Death at Camporee, accident, weather emergency, active shooter, etc.)
 - Assist Executive Camporee Director with training in the latest emergency communication protocols.

Internal Communications (Proactive and Reactive)

- Creates communications strategies and formulates appropriate messaging for sensitive and confidential materials to be communicated to internal and external audiences.
- Initiates, promotes and encourages effective internal communications strategies and practices at all levels of the Seventh-day Adventist World Church.
- Leads the creation, editorial planning, content development, layout and production of internal newsletters (and the shift to electronic newsletters utility); internal portal (intranet); human resource communications.
- Oversees the research and development of news releases, articles, editorials, publications and other written communications products.
- Writes and coordinates speeches, briefing notes, and media articles for the International Camporee Executive Director.

Media Relations

- Manages proactive and reactive media relations to obtain and shape news coverage of the Camporee.

- Acts as Emergency Camporee spokesperson and coordinates & prepares the International Camporee Executive Director to act as Camporee spokesman in response to media requests.
- Oversees the development of story ideas.
- Oversee the planning, coordination and execution of news conferences and other media events.

Qualifications

Education

- Post-secondary education (degree or diploma) in the areas of Communications, Public Relations or Journalism combined with related professional experience

Experience

- 5-7 years related work experience in progressively more responsible positions

Performance Competencies and Criteria

Position Competencies

- Leadership Skills
- Creativity
- Enthusiasm
- Analytical Skills
- Initiative
- Flexibility/Adaptability
- Problem Solving/Decision Making
- Team Skills
- Tenacity/Results Oriented
- Client/Customer Awareness
- Conflict Resolution Skills
- Consultative Skills
- Organizing/Planning Ability