



Job Title: Communications Coordinator

Work Team: Operations

Reports To: Executive Director

Job Code: Nonexempt Hourly, Full Time

Longevity Requirement: 2 Years

Summary

The ASM Communications Coordinator works closely with the Executive Director and other team members to develop and manage strategic communications and partnerships essential to “providing the Bible in audio so everyone will have the opportunity to hear God’s Word in their own language.” This includes internal and external ministry communication and partnerships with churches, nonprofits and others.

Essential Functions

1. Communications

- a. Develop ministry-wide communications strategy including identifying current and potential audiences and communications channels, and ensuring brand and message consistency.
- b. Gather, write and distribute compelling ministry stories and resource-related ideas.
- c. Lead and develop External Relations Team, including identifying discussion ideas and topics, leading monthly meetings, tracking projects and impact.
- d. In collaboration with ASM Graphic Designer, give oversight to social media efforts.
- e. Manage, in collaboration with the ASM Graphic Designer, the creation and distribution of all print and electronic materials, including newsletters, brochures, annual report, marketing materials, event-related collateral, donor materials, etc. ensuring electronic and print materials are kept fresh and current.
- f. Work in support of ASM-related events, including the annual fundraising gathering, by providing communications insight and assistance
- g. Work collaborating across ministry departments and regions to support the ASM vision.

2. Partnerships

- a. Serve as liaison with media contacts to provide story ideas and interview opportunities.
- b. Establish and nurture partnerships with churches and other non-profits including colleges and universities with personal visits, emails, mailings and phone calls.
- c. Represent ASM at church gatherings and conferences and plan, manage and host the ASM display table.
- d. Recruit and supervise ASM interns.

3. Other duties as assigned

The above duties, activities, or responsibilities may be supplemented periodically.

JOB SPECIFICATIONS

Job Title: Communications Coordinator

Study or Knowledge and Experience

- Bachelor's Degree in Communications, Public Relations or Marketing.
- Minimum of 2 years of experience in a non-profit or church communications department, preferred.
- Expertise using computer hardware and software, including but not limited to WordPress, desktop publishing software, graphic design, email, Google Docs, Microsoft Office, Skype, video conferencing, etc.

Specific Employment Requirements and Skills

- Growing and active personal relationship with Jesus Christ.
- Involvement in a local church.
- Growing knowledge of global mission.
- Personal qualities of service, humility, integrity and credibility.
- Excellent written and oral communication skills, including proofreading and copy editing.
- Ability to write and communicate in a concise, compelling manner using stories and examples.
- Experience using social media in a non-profit environment.
- Excellent relationship building skills with an ability to prioritize, negotiate and work with a variety of internal and external stakeholders.
- Proactive, results-oriented attitude and approach.
- Serious attitude toward meeting deadlines and the ability to be innovative and visionary to achieve deadlines and project goals.
- Able to work autonomously as well as in a collaborative team setting.

Work Environment

- Environment can sometimes be stressful when meeting deadlines.
- Ability to serve, work and communicate well with others in crisis resolution or high pressure situations.

Communication Requirements

- Comfortable working in multicultural, international environment.
- Extensive, clear communication is required with ED, staff team, missionaries, Board of Directors, vendors and others.

Stewardship of Resources

- Time is used effectively for assigned tasks.
- Recommend changes in processes or workflows for cost or time savings and continual improvement.

Miscellaneous

- None at this time.

HOW TO APPLY

Applications should be sent to: jobs@asmtoday.org. The application deadline is **21 August 2017**.

All documents submitted must be in PDF format.

Applications must include the following:

- CV / resume
- Cover letter
- Personal statement of faith
- 3 samples of ministry-focused writing
 - 1 social media post (FB, Twitter, Instagram)
 - 1 blog or similar (under 500 words)
 - 1 longer-form writing sample (500-2000 words)
- Other materials that would assist in ASM understanding the applicant's qualifications for this position

Questions about this position may be sent to jobs@asmtoday.org.