

## **Communications Specialist**

### **Position Description**

This role, in collaboration with the Communication Team assists with the creation and distribution of the ministry's communication to ensure brand identity and integrity. The Communications Specialist will collaborate in the planning, launching, delivering and evaluation of communication content, as well as participate on teams for creative projects as needed.

The ideal candidate has a love for Jesus, a heart for ministry and is tech savvy. They should possess some digital marketing, project management, team building and communication skills.

### **Summary of Responsibilities**

- Brand identity and integrity responsibilities include:
  - Create and communicate a clear set of ministry messages: who we are, why we exist, what we do, how we do it, who we serve and what our target impact is
  - Concisely communicate to targeted and defined audiences using Mailchimp
  - Create and maintain document(s) of No Regrets key messages
- Maintain communication calendar including, but not limited to:
  - Mailchimp messages & monthly newsletters
  - Announcements for resources: Basecamp, cohorts, podcasts, and donation campaigns
  - Edit electronic and print communications (copywriting, artwork, logos & graphics)
- Collaborate with the Communication Team:
  - Graphic designer(s), Pathwright content maintenance, webmaster and volunteers: editors; videographers; social media and NRC
- Write content for the ministry website, newsletters and develop talking point pieces as necessary
- Other marketing and communications projects as assigned

### **Position Requirements & Qualifications**

- Strong and stable faith in Jesus Christ
- Support and endorsement for No Regrets Men's Ministry, their statement of faith, vision, & core values
- Bachelor's degree in a communication-related field preferred
- Proficiency in Google software tools (file sharing, scheduling, and meeting management)
- Project administration skills and ability to prioritize multiple assignments
- Ability to build and work productively with multi-functional teams for maximum productivity
- Church ministry experience (paid or volunteer) preferred
- Strong verbal and written communication skills

### **Employment Information**

This position is non-exempt, hybrid optional, with some in office time required and reports directly to the Ministry Director. Part time / full time negotiable.

To apply, email resume to: [jobs@noregretsmen.org](mailto:jobs@noregretsmen.org)