



"PARTNER with us in reaching the WORLD with the GOSPEL OF CHRIST through the local CHURCH"

Communications & Technology Position (Full Time / Paid)

Job Description:

1. Develop and manage all World Reach communications, publications and social media to effectively promote the ministries and missionaries of World Reach (50%)
 - a. Monitor, update and enhance the Mission's website (WordPress) on an ongoing basis
 - b. Monitor, update and enhance Mission's Facebook and Instagram pages on an ongoing basis.
 - c. Create and produce brochures, booklets, missionary prayer cards, mission banners, quarterly Mission prayer guides, presentations and other materials as needed in print and/or electronic formats
 - d. Develop promotional videos
 - e. Review, edit and publish missionary newsletters
 - f. Create and distribute Mailchimp newsletters for events, staff communications, etc. and manage Mission's email addresses
2. Coordinate office technology and software systems (20%)
3. Manage graphics library for Mission, including company logos and other branding (5%)
4. Schedule and lead special events for World Reach, such as restaurant fundraisers. (5%)
5. Assist with general administrative office functions of the Mission as assigned by General Director or Assistant General Director including: processing of daily contributions, maintaining staff calendar, maintaining staff and Board contact lists, etc. (20%)

Qualifications:

- ❖ Bachelor's degree in Communications, Journalism, Graphic Design or similar experience
- ❖ Ability to create communications that are attractive and appealing in print and electronic format
- ❖ Proficient with Microsoft Office, Microsoft Publisher, Adobe Photoshop and Premier, WordPress
- ❖ Ability to edit and finalize videos
- ❖ Strong graphic design skills and ability to use graphic design applications
- ❖ Socially mature and at ease when interacting with others
- ❖ Self-starter
- ❖ Capable of balancing multiple projects
- ❖ Ability to work with minimal supervision
- ❖ Person of integrity whose conduct is consistent with the character, purpose and doctrine of World Reach (<https://world-reach.org/en/doctrinal-statement/>)
- ❖ Active member in local, evangelical church