

IPHC Global Ministries Center

Communications Specialist Job Description



Summary/Objective

The communications specialist will be responsible for coordinating and maintaining the voice for all aspects of the IPHC online presence. In addition to writing, editing and proofreading content, this person will maintain site standards regarding new development. Tasks require a strong attention to detail and ability to work under tight deadlines. This position assists the Director of Communications with effective communications at all levels of the organization and supports the vision and strategic goals of IPHC Ministries.

Essential Functions

Reasonable accommodations are available to enable individuals with disabilities to perform the essential functions.

1. Field and respond to inquiries and content requests in a timely and professional manner.
2. Work cooperatively with IPHC Communications and other ministry teams to plan, create, develop, and distribute content for IPHC websites, social media channels, and app.
3. Manage IPHC Communications digital publication schedules and build emails for mass distribution.
4. Produce frequent and varied content while maintaining a consistent voice and brand.
5. Manage and proofread online and social media content.
6. Coordinate web projects with all ministries within the GMC.
7. Facilitate and provide basic website training.
8. Design graphics for website and social media.
9. Correspond regularly with the IPHC website development company.
10. Work cooperatively with key team members and assist with other communication projects.
11. Conform with and abide by all regulations, policies, work procedures, and instructions.

Competencies

1. Communication proficiency.
2. Collaboration skills.
3. Global and cultural awareness.
4. Personal effectiveness, credibility, and confidentiality.

Supervisory Responsibilities

This position has no supervisory responsibilities.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, telephones, copiers, printers, scanners, and utilizes photography/videography equipment and software.

Physical Demands

The physical demands described here are representative of those required of employee to successfully perform the essential functions of this job. This is largely a sedentary role; however, it

routinely requires transporting photography and videography equipment. This would require the ability to lift, carry up to 40 pounds, and bend or stand on a stool as necessary.

Position Type

This is a full-time, hourly, nonexempt position. Days and hours of work are Monday through Friday, 8:00 am to 5:00 pm with adequate flexibility. This position is amenable to the Director of Communications.

Travel

Occasional domestic and international travel is necessary for this position.

Required Education and Experience

1. High school diploma and some college.
2. Two years of communications, public relations, or journalism experience.
3. Ability to manage multiple projects in a fast-paced, deadline-driven environment.
4. Knowledge of popular content management systems (WordPress preferred).
5. Knowledge of Adobe Creative Suite, especially Photoshop and Illustrator. (Audio/video experience a plus.)

Other Duties

Please note this job description does not cover or contain a comprehensive listing of required activities, duties, or responsibilities of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Disclaimer

Neither this job description nor the GMC Employee Handbook are not employment contracts, but an at-will employment arrangement. The GMC does not agree to provide you employment for any definite length of time, and you do not agree to employment for any definite length of time. Either party may terminate the employment relationship without notice, although each agrees to give the other party two weeks' notice if possible.

Signatures

All levels of management have approved this job description.

X

X

Supervisor

Human Resources

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

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X

Employee