

JOB RESPONSIBILITIES

Job Title: Assistant to the Communications Director

Reports to: Communications Director

Date Created/Revised: 01/14/2026

Position Summary: Assist Joshua Project's Communications Director with administrative tasks, content coordination, and communications workflow. At the current time, this position would need to be filled by a volunteer or someone who would raise their own financial support.

Essential Roles and Responsibilities (dependent on skills of applicant and strategic needs of the organization. Could include tasks such as the following):

- Assist with copywriting and editing for blog posts, articles, and web content
- Manage image libraries and digital assets
- Research and fact-check unreached people groups data for communications materials
- Maintain communications project timelines and deadlines
- Update and maintain website content
- Coordinate with Data and Tech departments
- Organize and archive communications files and resources
- Track analytics and prepare basic performance reports
- Take notes during communications team meetings
- Package and ship print materials as needed
- Participate in team and project meetings as deemed necessary
- Report monthly to supervisor with work activity and progress toward goals
- Learn and grow in understanding of global missions and the people groups of the world
- Work on tasks and roles in line with organizational priorities as communicated through Joshua Project's Communications Director

Knowledge, Skills and Abilities:

- Strong writing and editing skills with attention to tone and storytelling
- Familiarity with Microsoft 365, and content management systems
- Basic understanding of social media platforms and scheduling tools
- Exceptional attention to detail and accuracy

- Highly organized with ability to manage multiple projects simultaneously
- Strong time management skills and ability to meet deadlines
- Solid verbal and written communication skills
- Interest in or experience with digital communications and content creation
- Ability to learn new communications tools and platforms
- Participate in additional work training as deemed appropriate
- Willingness to learn about unreached people groups and cross-cultural communication

Qualifications:

- Demonstrates a mature walk with God as a follower of Christ, as verified by lifestyle and references.
- Has the ability to work closely with a team and can set aside personal interests for what is best for the team.
- Can graciously submit to those in authority.
- Is age twenty-one or older.
- Has a GED, high school diploma, or equivalent outside the United States.
- Is legally able to work in the country of operation.
- Aligns with [Joshua Project's statement on marriage, gender, and sexuality](#).
- Has no credit card debt and all other loans (student, mortgage, etc.) are manageable.
- Shows evidence of good emotional, physical, financial, and mental health.
- Demonstrates a healthy relationship with a local evangelical church.
- Agrees with the [Lausanne Covenant](#), [World Evangelical Alliance statement of faith](#), and [Joshua Project's core values](#).
- Demonstrates relational skills to network with partners for raising salary (if necessary)
- Ability to work with ever-changing technology applications for internal processes and internal/external communications

Minimum Physical Requirements:

- The duties of this job frequently require the worker to sit for extended periods of time.
- Must have the ability to type written communication, speak and hear with clarity to facilitate good communication in virtual meetings