

# 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