

JOB RESPONSIBILITIES

Job Title: Communications Associate

Reports to: Director of Communications

Date Created/Revised: 06/28/2024

Position Summary:

Depending on skills, interests, ability to learn, and Joshua Project's strategic needs, assist Joshua Project's overall communication strategy with whatever is needed.

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

- Organizing email campaigns
- Organizing communication with financial supporters
- Managing social media content and interactions
- Writing
- Editing
- Creating video
- Designing infographics and social media posts
- Managing automated email marketing campaigns
- Updating contact lists
- Other tasks that arise

Knowledge, Skills and Abilities:

- Basic understanding of software products such as Microsoft Word
- Participate in additional work training as deemed appropriate
- Ability and willingness to learn

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 and communicate clearly in virtual meetings

