

# JOB DESCRIPTION

## **Job Title: Joshua Project Director of Communications**

**Reports to:** Joshua Project Executive Director

**Date Created/Revised:** 10/29/2024

### **Position Summary:**

The Director of Communications develops and oversees the sharing of Joshua Project's vision, data, people profiles, news and opportunities to a global audience through letters, e-mail campaigns, apps, infographics, social media, videos and Joshua Project's various websites. The Director of Communications also oversees the communication of Joshua Project news and information to its staff.

### **Why is a Director of Communications Needed?:**

Joshua Project has one of the most influential missions websites in the world. But with still over 40% of the world's people groups unreached and with the 300 largest frontier people groups making up 20% of the world's population, Joshua Project has much work to do in mobilizing the global church to prioritize their intercession and mission work. A director of communications is needed to creatively display data to young adults and to mobilize the emerging mission force in countries outside of the United States and Europe.

### **Essential Roles and Responsibilities:**

- Creatively communicate Joshua Project's story and vision to our various audiences around the world through video, graphic, written and digital products.
- Develop and implement annual communications strategies for a global audience.
- Curate resources for various entities (churches, small groups, college ministries, national/regional mission networks, unreached initiatives) that mobilize prayer and work among unreached peoples.
- Oversee the solicitation, compilation and design of quotes and stories of life change and impact through Joshua Project's work from staff and constituents for communication materials.
- Oversee the promotion of Joshua Project and its products through social media such as Facebook, Instagram, and Twitter.
- Develop cross-promotion communications with other like-minded organizations and initiatives.
- Provide graphics and copy as needed for Joshua Project's websites and partner publications.
- Produce development materials and impact reports.
- Assist with communication to donors and foundations.
- Develop creative marketing strategies to grow Joshua Project's subscribers and followers.
- Study and implement the latest communication trends among young adults and in key countries of the world.
- Create and manage a Joshua Project branding guide and make sure the organization and its personnel have consistent messaging and branding across all platforms.
- Willing to fund up to 20% of salary through support raising.



### **Knowledge, Skills and Abilities:**

- Is an experienced graphic designer and comfortable using multiple design software products.
- Has experience leading an organization's communications and/or marketing efforts.
- Has the ability to develop and oversee an organization's communication using up-to-date electronic communication platforms.
- Ability to direct overall communication efforts (web, video, audio, print, digital, marketing, social media, etc.)
- Solid written communication and editing skills.
- Cross-cultural communication skills.
- Exceptional attention to detail and accuracy.
- Understanding of copyright and Creative Commons issues.
- Ability to establish and meet deadlines.
- Ability to handle a wide variety of tasks simultaneously.
- Is effective in managing timelines and project budgets.
- Strong skills in MS Office suite and email management systems.
- Familiar with CSS for web design.

### **Characteristics and Qualifications:**

- Demonstrates a mature walk with God as a follower of Christ, as verified by lifestyle and references.
- Demonstrates a thorough understanding of the Bible.
- Evidences God's calling to play a role in his mission to spread the gospel among all peoples of the world.
- Is a strategic thinker and problem solver.
- Can creatively find cost-effective marketing channels to spread Joshua Project's vision.
- 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 and ministry support.

### **Minimum Physical Requirements:**

- The duties of this job frequently require the worker to sit for extended periods of time.
- Can work remotely. Not required to be in the Joshua Project office.

