

JOB RESPONSIBILITIES

Job Title: Communications Specialist

(Graphics, Video, Social Media, Email Marketing, or Writing)

Reports to: Director of Communications

Date Created/Revised: 06/28/2024

Position Summary:

Specialists in graphic design, video, writing, social media, and email marketing could strategically contribute to Joshua Project's mission. The role will use specific skills to contribute to Joshua Project's overall communications strategy in playing our role to see God glorified through an abundance of Christ followers within every people group.

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

Graphic Design: Potential activities include social media post design, web design styling, designing printable resources such as booklets and maps, creating infographics, and designing other digital resources using Joshua Project information.

Video: Potential activities include creating videos to be used by the global church in multiple languages highlighting unreached people groups, countries or regions with unreached concentrations, and strategic initiatives like reaching frontier people groups. Could also involve creating how-to videos in navigating the Joshua Project site and using it for mobilization.

Social Media: Manage and build Joshua Project's social media communities and engage with them to share Joshua Project content with others. This role would include seeking to build communities in multiple parts of the world.

Email marketing: Help build and maintain Joshua Project's email marketing audience through our regular email updates as well as automated prayer plans for various countries, regions, and initiatives.

Writing: Participate in writing content for people group profiles, publications, social media, webpages, and other initiatives.



Knowledge, Skills and Abilities:

- Specialized skills to match communications role
- Familiarity with Microsoft Word
- Participate in additional work training as deemed appropriate
- 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

