



Job Description: **Communications Director**

**Organization:** Interserve is an international, interdenominational community of Christ-followers, creatively and intentionally using their professional skills in holistic ministry among the least-served people of Asia and the Arab World. Our vision is to see lives and communities transformed by encounter with Jesus Christ. The US office is one of 14 national offices working together to field multinational teams.

**Position Summary:** The Communications Director assists the Interserve USA leadership team in communicating internally- with our Board Members, Staff, Partners, Candidates, and Applicants- and externally- with our donor base, Alumni, and with the broader Church in the USA. The Director of Communications will enable Interserve to convey in an effective and compelling manner its vision, calling, mission, and activities with these audiences.

The Communications Director will also support the efforts of the personnel department in mobilizing workers. This includes designing and creating ads, banners, prayer cards, help with online displays, videos, conference planning, coordination, and publicity.

In addition, the Communications Director will persistently research and watch for changes in communications and technology security, advise the ISV leadership team in policy changes and plan needed changes in communications and technology to ensure secure communications throughout Interserve USA.

The position will support the overall objectives of Interserve and may be asked to perform duties outside the scope of the position description.

**Reports to:** Executive Director

**Commitment:** This is an exempt, full-time position.

**Specific duties:**

The Communications Director is responsible to:

- Develop, implement, and evaluate the annual communications strategic plan. The plan may include quarterly newsletters to our donor base, quarterly newsletters to our Partners, staff, and Alumni, annual reports, and the biannual fundraising appeals (May and November)
- Write and construct email outreach schedule to donors via email marketing platforms
- Gather data and analytics to report to leadership during bi-annual board meetings
- Work with the Personnel Team to plan content, write copy, create design and layout for brochures, leaflets, annual reports, newsletters, and magazines

- Work with the Personnel Team to assist with conferences and seminars including, provide materials, set up virtual booths, transmit needed materials, and setup and manage systems to manage registrations.
- Collect, collate, and compose stories about the work our Partners are doing
- Write content for website pages and scripts for presentations and videos
- Design and edit company website
- Coordinate webpage maintenance—ensure that new and consistent information (article links, stories, and events) is posted regularly
- Coordinate, oversee, and develop content for our social media: Facebook, Twitter, Pinterest, Instagram, etc.
- Design office stationery, envelopes, giving forms, donor forms, application forms and place printing orders for these items.
- Assist in the organizing and coordination of annual meetings
- Participate in and at times lead the staff's daily devotional and prayer time
- Research, implement and follow changes in communications and technology security
- Review communications from partners to edit out potential security risks
- Liaise with the Interserve international office and other Interserve national offices to assure consistent use of communications and security strategies and practices
- Serve as part of the Directors Council, led by the Executive Director, working with the other directors to lead, guide and further equip Interserve USA.
- Other duties as assigned by the Executive Director.

**Essential Qualities:**

- Personally committed to following the Lord Jesus Christ.
- Shows ongoing spiritual growth and development.
- Shares the ethos and lifestyle of Interserve as encapsulated in the Interserve Statement of Faith and Life
- Committed to participating fully in the ministry of Interserve
- Is biblically literate
- Able and willing to pray and care for others
- Overseas living or mission experience is preferred.
- Expresses a spirit of hospitality toward all colleagues, partners, alumni, donors, potential donors, and foundations.
- Demonstrates teamwork, dependence on God, humility, servanthood, and excellent attention to detail.
- Works independently and takes initiative.
- Anticipates and meets needs as a self-directed learner.
- Comfortable in a multi-cultural setting, working across multiple time zones, with a passion for cross-cultural holistic ministry.
- Demonstrates flexibility, adapting to changing personnel and circumstances.
- Independently manages multiple tasks and priorities.
- Able to work with team members distributed across the USA.
- Preferably lives in the Philadelphia area.

**Professional Requirements:**

- Bachelor's degree in a related field or qualifying work experience.
- Ability to learn and use all Interserve communications and data management platforms.
- Skilled in verbal and written communication.
- Key skills include: communication strategy, graphic design, video recording/editing, website design, article/blog writing, social media strategy, basic IT knowledge
- Able to take knowledge and transform it into exciting and useful messages, disseminating it to the right audiences through the best distribution channels
- Understands and is fluent in the use of Word, PowerPoint, Adobe InDesign and their equivalents.
- Is a relationship builder and is flexible.
- Is committed to working collaboratively with all constituent groups, including staff, board members, Partners, Alumni, volunteers, donors, and other supporters
- Is an implementer who enjoys being involved concurrently in a variety of key initiatives

Agreement with the policies and procedures in the Interserve USA Employee Handbook is required.

*Interserve USA is an employer-at-will. As such, Interserve USA reserves the right, as the employee does, to terminate the employment relationship at any time with or without reason.*