

## Social Media and Communications Specialist

### Part-time

### Up to 30 hours

This is a part-time position that will be assisting the Executive Director of Hadassah's Hope in social media, campaigns, Communications/Marketing. This position reports directly to the Executive Director but interacts with staff, volunteers, donors, partners, and clients. Work often requires active problem solving and effective interpersonal skills. This will be in office Tues-Thursday and remote on Monday and Friday with occasional evenings and weekends.

### Desired Work Characteristics

- Love Jesus
- Gets things done with results to show for their effort
- Accomplishes things that are remarkable – beyond what is expected
- Exercises sound decision-making skills, acting quickly and decisively
- Creative and flexible problem-solving strategies
- Excellent communication skills – communicates well and can convince others to act
- Excellent record-keeping and organizational skills
- Flexibility with growing and changing ministry needs
- Good eye for graphic design
- Willing to see something that needs to be done and figure out how to make it happen
- Comfortable with technology and able to pick up innovative technology quickly
- Team player and collaborator with a great attitude and helps unify the team
- The ability to work independently with minimal supervision

### Requirements/Qualifications

- **2+ years of experience in communications, social media, and fundraising and/or program development**
- Must be proficient in the following areas:
  - Written and verbal communications
  - Time management, prioritization of responsibilities
  - Detail-oriented and able to manage multiple projects
- Experience with or willingness to be trained in the following technology
  - APLOS – Donor Management System
  - Give Lively – Fundraising System
  - One Cause – Event System
  - Mailchimp – Newsletter System
  - Weebly – Website System
  - Proficient in Excel, Word, PowerPoint, SharePoint
  - Proficient in Canva or other design software

### Skill Set

- Excellent Communicator
- Creative and flexible problem-solving strategies
- Organized and task oriented; able to multi-task

## Responsibilities

### Communications

- Manage all communications to the public for the organization, which includes, but is not limited to:
  - Social media (creating posts & reels, scheduling, responding to messages). Continue to look for new ways to expand social media (TikTok, Threads, LinkedIn etc.) and grow awareness of the ministry.
  - Newsletter and email communications/updates (utilizing MailChimp)
  - Updates to the Hadassah's Hope and Church Ladies of Jacksonville websites (utilizing Weebly)

### Branding/Creative/Production

- **Manage all ministry branding and creation of new materials (flyers, brochures, cards, Hope House signage, event materials, etc.)**
- **Utilize Canva or other design software**
- **Production of all materials (researching and utilizing most cost effective and quality vendors)**

### Support Program Development for Dancers

- **Support** in development of Transformation Internship (to coordinate with Executive Director, Operations Manager, and Case Manager on curriculum, create all workbooks and materials needed for the internship)
- Work with Executive Director, Ops manager, and Case Manager to brainstorm and help create new programming for dancers to join us at the Hope House (events, art classes, life/vocational skills training, etc.)

### Fundraising & Event Support

- Assist Executive Director, other staff, and volunteers with any fundraising & event initiatives (help brainstorm fundraising, assist with event development and communication needs, set up Give Lively pages, develop and promote sponsorships for the Hope House or other initiatives, create campaigns/creative for Mother's Day/Easter/Christmas and other fundraising, develop emails/social media for fundraising initiatives)
- Grant writing (seek out grants and prepare grant applications)

## Other Expectations & Responsibilities

- Work at the Hope House 3 days a week at the Hope House for staff meetings and collaboration
- Aide in fundraising events (annual gala, donor dinner, etc.)
- Some limited evening and weekend work may be required

## Character Qualities:

- Must provide a clear Biblical testimony of a personal experience of receiving, by faith, the Lord Jesus Christ as Savior.
- Must maintain an exemplary Christian life and desire to serve the Lord in the ministry of reconciliation.
- Must show extreme patience when working with the client population.
- Must be able to share biblical principles on pertinent human conditions.

**Flexibility is a vital aspect of this role. There will be miscellaneous projects, tasks, and responsibilities that may be assigned to you. Your role must be viewed as a flexible team member.**

