

Communications Coordinator

<p>Classification Full Time, Exempt</p> <p>Funding Deputized Fundraising</p> <p>Reports To: Communications Director</p> <p>Date Upon hire</p>	<p>Signatures This job description has been approved by all levels of management</p> <p>Manager _____</p> <p>HR _____</p> <p>Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.</p> <p>Employee _____</p> <p>Date _____</p>
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Summary/Objective

The overall role of the Communications Coordinator is to assist the Communications Director to guide the strategy for all communications, website, and public relations messages and collateral to consistently articulate IFI's mission. They will help ensure that IFI is communicating clearly and effectively to its key constituent groups of international students and scholars, volunteers and donors, and partnering churches. They will work closely with the Communications Director, senior leadership, campus ministry leadership, and others within the organization, as a communications partner on a variety of strategic initiatives.

Spiritual Qualifications

- Godly character, meeting the leadership requirements defined in I Timothy 3 and Titus 1¹
- Teachable and submissive spirit
- Adherence to IFI's statement of faith, core values, and policies

Other Qualifications

- Person of prayer
- Person of spiritual maturity
- Slow to get angry, eager to work with others
- Is faithful, loyal and dedicated to both the work and to IFI's mandate from the Lord to serve

¹ self control in matters of food, alcohol, and other addictive substances; free from the love of money; not given to anger; practicing hospitality; committed to loving their spouse, if married, and to discipling children (if the Lord has so granted); a forgiving spirit; tested by difficulties; and knowledgeable of the Word of God

internationals and partner with them to make Christ known among the nations

- Accepts instruction and correction well, works well in a team
- Exhibits a positive, professional manner
- Committed to evangelism and discipleship
- Excellent writing/editing and verbal communication skills
- A strong track record as an implementer who thrives on managing a variety of key initiatives concurrently
- Ability to work under stress and be flexible
- Self-starter, able to work independently, and entrepreneurial; enjoys creating and implementing new initiatives
- Ability to hold others accountable

Responsibilities

The Communications Coordinator's responsibilities include (but are not limited to):

- Research and develop social media strategies to be used by IFI ministry locations nationwide
- Plan, film and edit videos, as well as work with video production companies, to vividly express IFI's ministry to volunteers, donors and international students
- Analyze website performance, suggest, test and implement improvements to increase visitor engagement online
- Design print and online graphics for IFI collateral including, but not limited to, newsletters, brochures, videos and IFI's websites.
- Aid in developing, implementing, and evaluating the annual communications plan across IFI's discrete audiences in collaboration with the IFI team and constituents.
- Lead the generation of planned online content, both on websites and social media, that engages audience segments and leads to measurable action.
- Coordinate media needs for local and national events, including, but not limited to, video and audio recordings, photography, and mailed or online promotions
- Consult with IFI national ministries regarding communication needs and events in their local area, draft and implement proposed solutions
- On a volunteer basis, build and maintain ongoing relationships with one or more international student or scholar
- Develop a prayer and financial support team (as needed)
- Other duties as assigned

Work Environment, Position Type, and Expected Hours of Work

This position would work in the IFI National Office. This is a full-time, deputized-fundraising, salaried position. Expected hours are 9-5pm.

Required Education and Experience

- Minimum of a Bachelor degree
- Minimum of three (3) years of work experience that encompasses online media, graphic design,

video production and copywriting

- Proficient use of Adobe Creative Cloud apps, including, but not limited to, Photoshop, Illustrator, InDesign, Premiere Pro and Audition

Preferred Education and Experience

- Certificate-level completion of Perspectives on the World Christian movement is preferred and if not existent, should be completed within one year of employment with IFI.
- Experience with web programming, IT troubleshooting, and blogging/copywriting
- Familiarity with Wordpress (a content management system)
- Experience in cross-cultural ministry

Physical Requirements

May be required to lift, push, or pull objects that weigh up to 20 lbs.

AAP/EEO Statement

Unless an employee has a written employment agreement with IFI, which provides differently, all employment at IFI is “at-will.” That means that employees may be terminated from employment with IFI with or without cause, and employees are free to leave the employment of IFI with or without cause. Any representation by any IFI officer or employee contrary to this policy is not binding upon IFI unless it is in writing and is signed by the Executive Director with the approval of the Board of Directors.

IFI shall follow the spirit and intent of all federal, state and local employment law and is committed to equal employment opportunity. To that end, the Board of Directors and Executive Director of IFI will not discriminate against any employee or applicant in a manner that violates the law. IFI is committed to providing equal opportunity for all employees and applicants without regard to race, color, religion, national origin, sex, age, marital status, disability, political affiliation, personal appearance, family responsibilities, matriculation or any other characteristic protected under federal, state or local law.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties/responsibilities may change at any time with or without notice.