



Part-time Communications Representative

General Function:

Responsible for the coordination and implementation of internal and external communications including the execution of the comprehensive communications plan.

Qualifications:

- Minimum educational requirements of a Bachelor's degree in Marketing, Communications, or Journalism, or three years of related experience.
- Excellent written and oral communications skills.
- Experience with project management; including scheduling, planning, prioritizing, and executing projects with firm deadlines.
- Must demonstrate expertise with computer applications such as MS Office, Adobe Applications, and other applications as appropriate.
- Expertise with social media platforms and computer applications are essential.

Primary Duties and Responsibilities:

- Internal and external communications, including:
 - Execute the comprehensive communications plan
 - Follow-up with staff to ensure compliance with production timeline
 - Composing and submitting social media updates, press releases, and other news articles
- Draft and produce written materials for worship folders, newsletters, brochures, mailers, and other printed materials.
- Review and edit/proofread related documents and materials to ensure spelling and punctuation accuracy of all documents.
- Develop, coordinate, and execute all internal and external communications, including events, holiday/seasonal services, and year-round communications of Rose Drive Friends Church mission, vision, and identity.
- Collaborate with staff in developing and executing a thorough communications plan for internal and external communications.
- Work with staff to establish and adhere to a yearly budget for communications.

Personally the candidate's life shall reflect:

- A personal relationship with Jesus Christ and a heart for ministry
- A life consistent of integrity with biblical principles
- A humble spirit that listens and responds appropriately to the counsel of others
- Discernment when responding to staff and others requests
- Must hold to the Statement of Faith, Position Statements, Mission Statement, Core Values, and Ministry Values of Rose Drive Friends Church
- It is required that all staff members are regular attenders of Rose Drive Friends Church.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk and hear. The employee is frequently required to use hands to handle or feel and reach with hands and arms. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 30 pounds.

Work Environment:

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- **Hours Per Week:** 20-28
- **Start Date:** Early Spring 2012

The above statements are intended to describe the general nature and scope of the work being performed. This list is not intended to represent an exhaustive list of all duties, skills, and responsibilities required. Rose Drive Friends Church reserves the right to change, rescind, add, or delete the duties and responsibilities within this job description at any time.

Please email resume and references to Kristen Reyes at kristenr@rdf.org.