



*VISION: Mission ONE sees a world where every community is transformed for the glory of God and the honor of all peoples.*

*PURPOSE: Mission ONE trains and mobilizes the Church, focusing on cross-cultural partnerships to engage the unreached and serve the poor and oppressed.*

## JOB DESCRIPTION

**TITLE:** COMMUNICATIONS MANAGER

**DESCRIPTION:** 1) Design and produce print and electronic communications to support Mission ONE's ministry goals. 2) Help plan a communications strategy to increase awareness of Mission ONE.

### JOB TASKS

- ◆ Manage Mission ONE's social media presence with relevant content.
- ◆ Design and distribute printed and electronic materials.
- ◆ Develop, update, and manage the organization's website.
- ◆ Capture media on mission trips and edit for promotion and reporting.
- ◆ Help strategize and plan communications/marketing, etc.

### SKILLS REQUIRED

- ◆ **SOFT SKILLS:** working well with a team of Christ-followers / raise and maintain personal financial support / proven graphic design expertise / good writing skills / ability to *take direction* and *take initiative* / appreciation for beauty / openness to travel internationally / appreciation for other cultures / love of learning / ability to focus and stay on-task until completion
- ◆ **SOFTWARE SKILLS:** A variety of skills in various applications is required. One need not be an expert in every one of the applications below, but familiarity with most of these applications is necessary. (NOTE: Mission ONE uses mostly Mac OS applications and Apple computers.)
  - o Microsoft Office: Word, PowerPoint, Excel
  - o Adobe applications, for example: Photoshop / Illustrator / InDesign / Fireworks
  - o Apple applications: Pages, Keynote, iMovie
  - o Video editing such as Final Cut Pro
  - o Familiarity with HTML for designing and updating websites

**MOST CRITICAL TASK:** Effectively communicate the heart of Mission ONE for the glory of God.

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### FOR MORE INFORMATION

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