



JOB DESCRIPTION for COMMUNICATIONS ASSOCIATE

Blessings International is a Christian 501(c)(3) nonprofit ministry that provides medicine, medical supplies, and other products to short-term medical mission teams serving the indigent in the United States and developing nations, full-time clinics and hospitals in developing nations, disaster relief, charitable clinics and organizations serving the poor and underserved in the U.S., and other medical missionary needs, as well as Blessings own benevolent projects.

The Communications Associate serves an important role in the overall operation of the ministry. The following is the minimum personnel requirements and expectations of job performances.

1. Christian

- 1.1 Membership in good standing of a Christian church. Consistently participates in worship services, participates in the Christian life and witness of the church and lives a Christian lifestyle.
- 1.2 Christian overseas missionary experience with some business and/or medical components is preferred.
- 1.3 Relates well to Board members, employees, customers, and vendors, as well as individuals from various Christian denominations with whom the organization interacts.

2. Education

- 2.1 Associate degree or equivalent in marketing, communications, business, or other related field. Bachelor degree preferred.

3. Business experience

- 3.1 At least one (1) year of experience in communications.
- 3.2 Ability to think creatively and innovatively.
- 3.3 Excellent communication skills/written & oral.

4. Reporting Relationships

- 4.1 The Communications Associate reports to the Communications Manager.

5. Communications Associate Essential Functions

- 5.1 Maintain, update and create all social media accounts.
- 5.2 Updates job knowledge by participating in educational opportunities; reading trade publications.
- 5.3 Collect text documents and images.
- 5.4 Works closely with Communications Manager to create graphic design, newsletters and annual reports.
- 5.5 Makes recommendations on changes and additions to data and electronic marketing, creativity, design, and content.
- 5.6 Manages relationships with photographers, video editors, and partners to obtain content.
- 5.7 Create and/or edit video content as directed.
- 5.8 Miscellaneous tasks as directed by Communications Manager.

6. Other Duties and Tasks

- 6.1 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 and activities may change at any time with or without notice.

It is the policy of *Blessings International* not to discriminate on the basis of race, color, national origin, sex, age or disability in admission and access to, or treatment or employment in its program or activities, as required by section 504 of the Rehabilitation Act of 1973, as amended, the American with disabilities Act, as amended (to the extent applicable to *Blessings International*), Title IX of the Educational Amendments of 1972, as amended, Title VII of the Civil Rights Act of 1964 as amended, and the Age Discrimination Act of 1975, as amended, and their implementing regulations.

As a religious institution, *Blessings International* is permitted and reserves the right to prefer employees or prospective employees on the basis of religion.