



Communications Director

Job Description:

The Communications Director is responsible for written communications produced by RSA and distributed to its constituency and the public. Duties include layout design, writing, and photography on a variety of projects including, but not limited to, quarterly newsletters, appeal letters, invitations, programs, press releases, and website maintenance. The Communications Director is also responsible for engaging in public relations and establishing rapport with local (and possibly national and international) press and media in order to promote the ministry of RSA and further its impact in the world.

Christian Character:

RSA is looking for a candidate who: loves Jesus Christ and cultivates a personal relationship with Him, is involved in the ministry of his/her church, is a person of integrity, has a desire to see people come into relationship with Jesus Christ, is prayerfully seeking opportunities to share the love of Christ with the lost in his/her personal life, and is a faithful and involved spouse and/or parent (if applicable).

Preferred strengths:

RSA is looking for a candidate who: manages projects and time well, handles stress well, is organized, is able to work well with others, submits to leadership, and is teachable and humble.

Preferred skills and training:

Strong computer skills, writing, layout design, editing, photography, journalism, public relations, prepress, working with print vendors, website design and/or editing, and telephone communication

Preferred software training:

Adobe Creative Suite 2 (InDesign, Illustrator, Photoshop, Dreamweaver, Acrobat)
Microsoft Office Suite

Job Duties

Communications:

- Work with Executive Director to develop annual communications schedule, including projected mail pieces, deadlines, and estimated steps to completion and supplies needed
- Manage mailing projects from start to finish which may include the following tasks: layout design, writing, photography, photo editing, coordinating with other staff members, estimating cost, mail fulfillment
- Compose and send monthly emails to general constituency and prayer team
- Work with print vendors and/or internal printers for mail fulfillment
- Maintain current website (using Dreamweaver software) and update on a regular basis with current news, upcoming events, photos, videos, resources, mission trip updates, etc.

Public Relations:

- Acquire and organize contact information for local (and possibly regional, national, and international) press and media (print, web, radio, etc.).
- Contact media via phone or personal meeting to establish a relationship with RSA.
- Develop press packets and send to media contacts after personal contact has been made.
- Develop strategy for media advisories, press releases, editorials.
- Communicate with RSA Executive Director and with media contacts about RSA events on an ongoing basis.

Other:

- Complete other tasks and work on special projects as assigned.

Reports to:

Executive Director, Brett Butcher

Hours/Pay:

- 15-25 hours per week, depending upon projects and scheduled RSA events
- \$10.00 per hour
- Reward: Knowing that you are working as part of a team that is bringing the Good News of Jesus to the ends of the earth for the glory of God. Your work, even though some duties seem mundane, is part of a bigger picture of the body of Christ fulfilling the Great Commission! This job reaps eternal dividends!

Contact:

- To learn more about the ministry of RSA, please visit www.reidsaunders.org
- Interested parties may contact RSA at (503) 581-7394 and speak with the Communications Director, Shannon Butcher, or email Shannon@reidsaunders.org

To Apply:

- Please request and fill out an Application for Employment from the RSA office: info@reidsaunders.org
- Mail or drop off applications, résumés, and/or portfolios to the RSA office
- If creating a portfolio, please include examples of past layout design, photography, writing, or other applicable projects
- Mailing address: PO Box 4275; Salem, OR 97302
- Physical address (please do NOT mail to): 5094 - 36th Ave SE; Salem, OR 97317
- RSA Office Phone Number: 503-581-7394
- Note: A background check may be required for hiring.