

Communications & Engagement Coordinator

STATUS: Part-Time (20-24 hours/weekly)

LOCATION: Madison, MS

BENEFITS: No

WORKS CLOSELY WITH: Executive Director & Creative Director

POSITION SUMMARY: The Communications & Engagement Coordinator is responsible for telling our story, strengthening relationships with supporters, and expanding our community of donors, volunteers, and advocates. This role manages day-to-day communications, social media, digital marketing, and supporter engagement efforts to advance our mission and grow our impact. The ideal candidate is creative, organized, relational, and passionate about using storytelling to inspire generosity and action.

KEY RESPONSIBILITIES

COMMUNICATIONS & MARKETING

- Create and manage content for email campaigns, newsletters, website, and print materials
- Manage and grow social media platforms (Instagram, Facebook, etc.)
- Write compelling stories, captions, blog posts, and donor communications
- Assist with branding and messaging consistency
- Coordinate photography, video, and storytelling efforts

DONOR & COMMUNITY ENGAGEMENT

- Help cultivate and steward donors, sponsors, and supporters
- Assist with donor communications, thank-you processes, and updates
- Support monthly partners and major donor engagement
- Coordinate volunteer and ambassador communications
- Represent the organization at events and community gatherings

EVENTS & CAMPAIGN SUPPORT

- Assist in planning and promoting fundraising and community events
- Help execute digital and in-person campaigns
- Support event marketing, registration, and follow-up
- Create promotional materials for events and initiatives

DIGITAL & DATA MANAGEMENT

- Maintain email lists and supporter databases
- Track engagement metrics and campaign performance
- Help manage CRM or donor management systems
- Assist with reporting and analytics

QUALIFICATIONS & SKILLS

- Bachelor’s degree in communications, Marketing, Nonprofit Management, or related field (preferred but not required)
- 1–3 year’s experience in communications, marketing, or nonprofit work (preferred but not required)
- Strong writing and editing skills
- Experience with social media management and email platforms
- Strong organizational and time-management skills
- Self-motivated and detail-oriented
- Ability to work collaboratively and independently
- Passion for the mission of Zoe Ministries

PERSONAL ATTRIBUTES

- Creative and strategic thinker
- Relational and people-oriented
- Highly organized and reliable
- Adaptable in a fast-paced environment
- Mission-driven and values-based

CONDUCT

This position requires an active commitment to the mission, values, and statement of faith of Zoe Ministries. While performing job duties, Zoe Ministries’ employees will act in a manner that is Christ-honoring, demonstrating a personal Christian faith and witness in all interpersonal interactions. Conduct that demonstrates the values listed below are required by all Zoe Ministries’ staff members.

WORKING CONDITIONS AND PHYSICAL DEMANDS

- Tasks are normally conducted in a regular office environment requiring the use of computer and mouse and other standard office equipment
- Employees will be required to travel and have a valid driver’s license and passport
- Employees may need to lift and move up to 50 lbs on occasion
- Employees are required to observe safety principles while performing the duties of the position

DISCLAIMER

- The job description is intended to describe the general nature and level of work being performed by the

- people assigned to this job. They are not intended to be an exhaustive list of responsibilities, duties, and skills required of personnel in the classification. Work hours may be irregular including performing duties on evenings or weekends.

Additional inquiries about this position can be emailed to Taylor Summers at taylor@zoemeanslife.org