



## Job Title: Communications Officer

Pay Range: hourly \$20-30

Time Category: Part-Time, appr. 3-5 hrs per week

Location Requirement: Remote, U.S. Based

Travel: no travel required, opportunities for travel available

Supervisor: President Amanda McGann

**Primary Purpose.** The Communications Officer, in collaboration with the President and the Board of Directors, is responsible for elevating our voice, strengthening engagement with supporters, and reflecting our mission through thoughtful, faith-informed storytelling. This position plays a key role in growing our visibility, unifying our message, and connecting our work to the broader community.

## Essential Responsibilities

### Strategic Communication

- Develop and implement a communications plan grounded in our faith and mission.
- Ensure consistency of message, tone, and values across all platforms.
- Support the Executive Director and Board with internal and external communications.

### Digital Presence & Media Outreach

- Manage website updates, blog posts, and social media platforms (Facebook, Instagram, etc.).
- Design and send monthly email newsletters, appeals, and event promotions.
- Write and distribute community announcements.

### Storytelling & Content Creation

- Capture and share stories of impact, rooted in compassion and dignity.
- Interview staff, volunteers, and program participants to highlight the ministry's work.

- Create print and digital materials (flyers, brochures, annual reports) for a variety of audiences.

#### Fundraising & Donor Engagement Support

- Collaborate with development staff to craft donor letters, campaign materials, and stewardship communications.
- Ensure communications align with seasonal giving campaigns (e.g., Advent, Lent, end-of-year).

#### Collaboration & Capacity Building

- Work closely with a small, mission-driven team where roles often overlap.
- Coordinate with staff, volunteers, and community partners to gather content and maintain communications calendars.

#### Education and Experience

- A bachelor's degree is required.
- 3+ years of experience in communications, journalism, public relations, or related work preferred.

#### Knowledge, Skills, and Abilities

- Enthusiastic attitude and commitment to the mission and values of Isaiah Forty.
- Strong writing, editing, and verbal communication skills.
- Experience with social media management, email marketing (e.g., Canva, Bloomerang), and possibly website updates (e.g., WordPress).
- Basic graphic design experience (e.g., Canva or Adobe tools).
- Ability to work independently and manage multiple priorities with grace and flexibility

#### **How to Apply:**

Interested candidates should send a resume and cover letter to  
**Jennifer Turner at [operations@isaiahforty.org](mailto:operations@isaiahforty.org)**

 **isaiah forty**  
[www.isaiahforty.org](http://www.isaiahforty.org)