

Job Title: Communications Manager, South America Mission (SAM)

Overview: The Communications Manager will contribute to SAM's purposes by enabling effective communication and promotion around SAM ministry initiatives, missionary service opportunities, funding needs and internal administration. South America Mission is a missionary sending organization focusing on church planting, evangelism and discipleship, leadership development and gospel-centered community development. *This is a part-time, hourly position, up to 20-hours per week.*

Individual Profile: The Communications Manager will want to make a difference through involvement in world missions. This individual must embrace the community, mission and vision of SAM. This position calls for a relational personality, ability to multi-task, excellent organizational and planning skills, creativity, and excellent verbal communication and writing skills.

Key Responsibilities

1. Learn, understand and embrace SAM's Vision, Mission and Identity.
2. Develop and implement strategic *external* communications plans to foster awareness of and interest in South America Mission's ministry initiatives and service opportunities.
3. Develop and implement *internal* communications plans to foster community within SAM and to increase access to information that improves effectiveness.
4. Develop analytic systems to evaluate the effectiveness of communications efforts. Measure results of communication campaigns to inform future strategies.
5. Develop and implement communications plans that include multiple media outlets: print, email, web, video and social.
6. Recruit and manage a content development team that includes volunteer and intern talent. Develop with the content team an editorial agenda and publishing schedule necessary to carry out the communications plans.
7. Engage an international team of Christian workers to facilitate communications with support bases.

Professional Skills and Experience

1. Excellent organizational and planning skills.
2. Excellent verbal and written communication skills.
3. Strong knowledge and understanding of print and digital media processes and publishing platforms.
4. Proficiency in Microsoft Office, namely Word and Excel.
5. Working familiarity with website content management systems, preferably Wordpress.
6. Digital marketing experience with Facebook, Instagram, Twitter and html email applications like Mailchimp.
7. Experience in Communications, Public Relations or Marketing work environments preferred.
8. Commitment to engaging an international team of Christian workers and supporting with a customer service attitude their communication needs.
9. Understanding of and appreciation for the local church and global missions contexts.
10. Bachelor's Degree



South America Mission
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Please email stephen.pappas@southamericamission.org with inquiries and for resume submission.