



Job Title: Communications Assistant
Type: Hourly, Full-Time
Reporting to: Communications Manager
Location: Houston, TX

WHO WE ARE

The mission of Faith In Practice is to improve the physical, spiritual, and economic conditions of the poor in Guatemala through short-term surgical, medical, and dental mission trips and health-related educational programs. Our mission is based on an ecumenical understanding that as people of God we are called to demonstrate the love and compassion that is an outward sign of God's presence among us. Faith In Practice's life-changing medical mission is to minister to the poor, while providing a spiritually enriching experience for our volunteers.

JOB SUMMARY

The Communications Assistant manages a wide range of communications and support for fundraising, event, and development purposes. The assistant works under the direction of the Communications Manager to manage and execute print projects in InDesign, update content on the Faith In Practice website regularly, social media projects, serves as a liaison to mission team photographers/bloggers, and is responsible for the ongoing maintenance of an extensive media and content library. This is a highly collaborative role, working closely with a wide variety of staff members. Attention to detail, ability to meet frequent and often concurrent deadlines, and ability to multitask is a must.

QUALIFICATIONS SUMMARY

Candidates must possess strong organizational, communication and project management skills, and the ability to work in a dynamic, deadline-driven environment. Must possess a high level of attention to detail.

KEY TASKS AND RESPONSIBILITIES

PRINT AND ELECTRONIC COMMUNICATIONS

- Ensure consistent style and accuracy
- Work on a wide range of print and electronic communications, from layout to print preparation

LAYOUT AND DESIGN

- Update the content and layout of print resources in InDesign in collaboration with the Communications Manager and external designer
- Enforcing brand management and graphic standard
- Create new print resources in InDesign in collaboration with the Communications Manager and external designer

DEVELOPMENT

- Collaborate with, train, and help manage mission team photographer/bloggers to ensure the stories and photos of volunteers are shared with Faith In Practice
- Photograph local events
- Collaborate with Director of Development to provide images for grants and communications with donors

SOCIAL MEDIA

- Contribute to social media presence, particularly visual media on YouTube, Facebook, and Instagram, and explore other possible social media avenues under direction of the Communications Manager
- Collaborate with staff in Houston and Guatemala on possible content for social media updates
- Maintain and strategically expand social media presence; coordinate posts with program, development, and events staff in collaboration with the Communications Manager
- Work with events staff and Communications Manager to execute pre-and post-event stories on website and social media

IMAGE MANAGEMENT

- Assist Communications Manager in choosing and implementing a photo cataloging and storage system
- Organize and maintain current photo storage system

WEBSITE/DATABASE/TECHNOLOGY

- Implement and manage online visibility and analytics (google ad words, search engine optimization)
- Updating website content regularly in collaboration with the Communications Manager
- Have working knowledge of volunteer database functions and queries
- Provide technical support to staff on AV equipment, including providing tech support and set up at the Gala, Leadership Conference, Women's Luncheon, board meetings, and other events as needed (test and maintain equipment as needed)

GENERAL ADMINISTRATIVE SUPPORT

- Answer phones and respond to general inquires as needed
- Provide on-site support at major events
- Other duties as assigned

EDUCATION AND EXPERIENCE

- Bachelor's degree from an accredited university
- A minimum of 1-2 year(s) experience
- Proficiency in InDesign, Photoshop, MS Office Word, Excel, PowerPoint
- Basic Hardware Support (PC, Laptop, Projector, printer, etc.), MailChimp familiarity (Basic HTML)
- iMovie Experience with databases and Salesforce a plus
- Website Management (Joomla and Drupal) a plus
- Proficiency in Spanish a plus for translating video, working with Guatemala staff on story collection