

## **Marketing/Communications Specialist**

### **Job Description**

The marketing/communications specialist will work with the Executive Director to create and implement a plan that promotes the mission and vision of Pastors' Hope Network by utilizing social media platforms and email marketing.

### **Qualifications**

- Possesses strong Christian character.
- Commitment to mission and vision of Pastors' Hope Network.
- Excellent written and verbal communication skills.
- Proficient in graphic design.
- Extreme attention to detail.
- Working knowledge of social media platforms and Mailchimp.

### **Key Responsibilities**

- Works in conjunction with the Executive Director to develop marketing calendar.
- Creates and posts content for social media posts that accurately reflects the mission, vision and values of Pastors' Hope Network and drives readers to PHN website; approximately 2-3 posts per week that run on all PHN social media accounts including Facebook, Instagram and LinkedIn.
- Collaborates with Executive Director to create monthly e-newsletter that drives readers to PHN website.
- Under leadership of Executive Director, designs and implements East Texas Giving Day fundraising campaign (beginning in 2023).

**This is a part-time hourly position starting at \$15/hour not to exceed 10 hours/week, with the exception of work related to East Texas Giving Day beginning in 2023.**