

Communications Officer

Job Description

Job Title:	Communications Officer
Reports to:	National Director
Appraised by:	National Director
Station:	Christchurch

Introduction:

Do you have a passion for cross-cultural mission, excellent communication skills (spoken and written), organisational skills, problem solving ability and experience in marketing, communications or creative writing?

A paid, part time (hours negotiable), Christchurch-based position is available to oversee the communication and promotion aspects of the New Zealand Church Missionary Society (NZCMS).

Purpose of Job:

To oversee the communications department at NZCMS

Responsibilities:

- To tell the stories of mission through creative writing
- To develop, communicate and coordinate relationships with churches and other mission organisations by developing, designing and distributing promotional materials
- To ensure that mission news, programmes, needs and stories are well captured in the website's visual communication
- To liaise with other partners including international mission societies in order to facilitate the sharing of information of the Society's programmes
- To communicate using all forms of media with the Society's partners, donors, churches, members and friends on the needs, development and news of the Society's programmes
- To produce the weekly e-newsletter, monthly prayer guide, bi-monthly magazine publication and yearly annual report on the programmes of the Society
- To liaise with suppliers to ensure timely production of publications
- To support Mission Partners in telling their stories

Qualifications:

- A committed Christian who seeks to walk in daily fellowship with the Lord Jesus Christ and with other Christian people, and is therefore fully committed to the Christian ethos and doctrine of the society
- A person who is both personally and professionally fully committed to the vision and mission of the society
- A degree in Communication, Journalism or equivalent experience and at least 3 years post-qualification experience
- Strong written and spoken communication skills
- Skills in monitoring and evaluation

- Reasonable ICT skills – including some understanding of web design and management, and social media engagement. Experience with video production is a plus
- An eye for detail
- A leader with excellent conceptual and managerial skills
- A self-starter with the skills necessary to build and manage a department with minimal supervision while ensuring timely delivery of key outputs
- A creative person with a good sense of humour
- A team player
- Some travel may be necessary

To Apply:

- Email CV and cover letter to Janet Mansell: janet@nzcms.org.nz
- Applications close October 20, 2017