

Communications Manager

Job Description

The NAE Communications Manager is a part-time position. The Communications Manager works collaboratively with all NAE staff to fulfill our mission to honor God by connecting and representing evangelical Christians in the United States.

The Communications Manager coordinates the communication and outreach efforts of the National Association of Evangelicals. The Communications Manager works with the Communications Director to creatively implement a communication strategy that inspires and equips our membership and the broader evangelical community.

Qualifications

- Personal faith in Jesus Christ as Savior and Lord
- Agreement to and affirmation of the NAE Statement of Faith (available at NAE.net)
- Member of the National Association of Evangelicals
- Regular attendance at an evangelical church and familiarity with the evangelical community
- Proficient in use of Microsoft applications
- Experience with Adobe Creative Suite preferred
- Strong writer and content developer
- Ability to quickly learn new technology and communication platforms
- Attention to detail
- Organizational and interpersonal skills
- Willingness to work as part of a team and flexibility to adjust to needs of a small office
- Capability and experience to fulfill responsibilities listed below

Responsibilities

- Engages in high-level vision and communication planning meetings
- Brainstorms marketing and implementation strategies for NAE projects and campaigns
- Serves as the assistant editor of Evangelicals magazine
- Helps manage and draft content for NAE publications, websites and social media accounts
- Coordinates production of NAE podcasts, webinars and other communication programs
- Drafts press releases, arranges press interviews and monitors press hits
- Designs email content and maintains the NAE email database
- Supports staff with content development, visual identity and graphic style standards
- Collaborates with contract communication team members, including graphic designers, web developers, media consultants and printers

Relationships

- The Communications Manager reports to the Communications Director
- The Communications Manager coordinates with other NAE staff

The NAE is based in Washington, D.C., but remote work opportunities may be considered. Interested individuals should send a resume, cover letter and references to Search@NAE.net.