



POSITION DESCRIPTION

Multimedia Communications Specialist

Summary: Contributes to advancement of Entrust's public image as a leader in Christian leadership training. Assists in maintaining excellent external and internal communication. Produces electronic and print materials for marketing, mobilization and fund-raising.

Reports to: Director of Communications

Commitment: Full-time

Location: Flexible (occasional trips to Colorado Springs home office required)

Compensation: Raises support

SPECIFIC AREAS OF RESPONSIBILITY

- Assist in development and implementation of the messaging strategy for Entrust.
- Collaborate with communications team in creative planning and goal setting.
- Provide graphic design for social media, electronic and print media.
- Manage email campaigns.
- Manage and update Entrust public website.
- Create marketing videos about the ministry of Entrust.
- Contribute to mobilizing new staff and donors to Entrust.

OUTCOMES

- Entrust will be known within the Christian community for excellence in Christian leadership training.
- Entrust donors and partners will be well-informed about God's work through Entrust ministries.
- Entrust ministries will be strengthened by increased prayer and increased financial donations.
- Entrust staff will maintain unity through knowledge of one another's ministries as the organization expands.
- Entrust will convey its message via high-quality, state-of-the art communication pieces.
- Entrust will gain new staff and donors.

QUALIFICATIONS

Professional Qualifications

- Degree or 2+ years of experience in communications/marketing.
- Ministry experience desired.
- Proficiency with email marketing platforms.
- Familiarity with social media marketing.

- Demonstrated ability using Canva, Adobe Creative Cloud software or similar applications.
- Good working knowledge of Microsoft 365.
- Interest and ability to learn other software as necessary.
- Successful completion of Entrust's *Facilitating Relational Learning* module (or other HR-approved course) within first year of staff service.
- Commitment to best principles and practices in adult education.

Personal Qualities Desired

- Desire to support the stated mission of Entrust and provide support for the staff.
- Flexible and adaptable to change.
- Self-motivated/self-starter.
- Excellent organizational skills.
- Proven ability to work on a team.

Spiritual Qualities Desired

- Teachable spirit and servant's heart.
- Growing Christian who is personally following Christ and active in a local church.
- Consistent devotional life.
- Ability to bring a spiritual perspective to work as demonstrated in attitude, faithfulness and interpersonal relationships.

Employment Requirements

- Agreement with Entrust Statement of Faith.
- Agreement with the policies and procedures in the *Entrust Staff Handbook*.

Entrust is an employer-at-will. As such, Entrust reserves the right, as the employee does, to terminate the employment relationship at any time with or without reason.