



JustFaith Ministries Communications Assistant

Mission Statement: JustFaith Ministries creates transformative programs that inspire action to address the root causes of injustice while serving with love.

Vision Statement: JustFaith Ministries envisions justice-driven communities advancing peace, racial equity, and a sustainable world.

JustFaith Ministries (JFM) is a national nonprofit organization that was birthed in an effort to invite and prepare people of faith to build a more just, equitable and peaceful world. For over 20 years, JustFaith Ministries has been creating faith-based programs that have equipped churches all over the country to expand their commitment to the work of love and justice.

Job Title: Communications Assistant

Classification: Contract position through July 31 with possibility of renewal, non-exempt; 15-hours/week

Location & Work Environment: This position is 100% remote. Regular communication is conducted via electronic mail and telephone. Interactions with other staff and stakeholders are done primarily via virtual meeting or by phone.

Hourly Pay Range: \$15-\$25/hour, commensurate with qualifications, experience, and location

Reporting Relationships: Director of Communications & Marketing

Position Overview: JFM's Communications Assistant develops and distributes electronic, print, digital, and social media communications for JFM marketing, development, and membership network.

Physical Demands: The majority of the work for this position is performed on a computer/computer screen and will require sitting.

Responsibilities

Work with the Director of Communication and Marketing on digital and print communications. Duties include:

- Designing and distributing both print and digital marketing communications, social media communications, and targeted marketing campaigns
- Creation and graphic design of program support materials (e.g. documents, presentations, infographics)
- Assist with creating graphics in Canva and InDesign for marketing, development, and promotion purposes
- Ensure all communications reflect the values of anti-racism/anti-white supremacy
- Other duties as assigned

Knowledge, Skills, and Abilities:

- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar
- Proficiency creating graphics or resources in Canva, Adobe InDesign or similar design software
- Proficiency with Google Workspace and Microsoft Office Suite
- Communicating effectively in writing as appropriate for the needs of the audience
- Ability to coordinate work completion in relation to changing timelines and others' actions
- Ability to work in and manage virtual meetings (Zoom, Teams, etc.)
- Innovative problem-solver who can generate workable solutions
- Enthusiastic learner eager to meet challenges and quickly identify and implement new concepts

Values & Other Traits:

- Commitment to the [mission, vision and values of JustFaith Ministries](#)
- Possess a level of cultural awareness that respects each person's individuality and recognizes the benefits of diverse gifts, skills, and perspectives in decision-making
- Job requires being reliable, responsible, and dependable, and fulfilling obligations.
- Job requires being careful about detail and thorough in completing work tasks.
- Creativity: Work involves creating original visual designs and written work for a variety of media.

Required Experience*:

- Experience designing, formatting, and distributing print, digital, and electronic communications
- Experience designing and distributing communications through social media

Preferred Qualifications:

- Familiarity with MailChimp or an equivalent email marketing tool
- Demonstrated success in working in highly collaborative environments

**To Apply: Email the following to communications@justfaith.org with the subject line:
Communications Assistant Application**

1. **Current résumé**
2. **Letter of application** specifically addressing the **Qualifications, Knowledge and Skills** in the job description
3. **Work Sample:** this could include email newsletter, social media campaign, blog post, promotional video, professional website, powerpoint presentation, or other communication/marketing material that showcases your proficiency in graphic design, written communications, and/or digital media.

***We recognize that skills and talents can be developed through diverse paths, and we welcome resumes from all those who can demonstrate the abilities and experience to excel in this position.**

JustFaith Ministries is an equal opportunity employer. We provide the same opportunities for hiring, contracting, advancement and benefits regardless of race, color, religion, sex, gender identity, national origin, sexual orientation, disability, age, protected veteran status, or any other non-merit factor.