



# Orthodox Christian PRISON MINISTRY

## Communications Officer

**Job Title:** Communications Officer

**Location:** Remote

**Reports to:** Executive Director

**Status:** Part Time (20 hours/ week) OR Contract Position

**Classification:** Nonexempt

### Orthodox Christian Prison Ministry

OCPM is a national, faith-based non-profit organization. OCPM serves those who are incarcerated and their families, and provides resources, training and support to our ministry partners so that lives are transformed and God is glorified.

### Position Summary

Under the direction of the Executive Director, this position is responsible for both driving the communications strategy of OCPM and creating much of the original communications content.

The desired individual will have experience in seeing communications projects through to completion, graphic design, and writing in the nonprofit setting. The candidate should have demonstrated professionalism and tact in communications, be a self-starter, have strong organizational and time management skills, acute attention to detail, and ability to work well with the OCPM team.

As OCPM is a remote organization, regardless of the status of the COVID-19 crisis this will be a remote position. The Communications Officer will primarily report to and interact with the Executive Director via email, phone, and video chat.

### Responsibilities

#### Project Management/ Concept Creation (50%)

- In close cooperation with the Executive Director, the Communications Officer drives the communications calendar of OCPM, centered around a direct mail campaign, bi-weekly email blasts, bi-monthly blog posts, article syndication, and regular social media posts
- In cooperation with the Executive Director assists in the creative concept creation for all communications platforms, including but not limited to the design, layout, production, and mailing of OCPM direct mail and marketing materials
- Manages various contributors and contractors to meet deadlines for communications deliverables
- Leverages data and industry best-practice to communicate to various constituencies with maximum impact.

### **Graphic Design (25%)**

- Creates the layout and design for OCPM direct mail and marketing materials (approximately 12 per year)
- Coordinates the upkeep of OCPM's website and updates design and content as needed
- Designs social media posts and formats layout for regular blog posts and email blasts
- Maintains relationships with preferred printers and mail houses in order to see direct mail and print communications to completion

### **Writing (15%)**

- Author and provide written content for OCPM public relations and website
- Author and provide written first copy for direct mail, blog, and email communications pieces
- Edit and proofread content delivered by contributors and contractors

### **Social Media (10%)**

- Provide monthly Facebook, Twitter, and Instagram social media posts
- Maintain OCPM social media accounts for quality, user optimization, and to reflect the mission of OCPM.

### **Qualifications and experience**

Superior ability to manage priorities and workflow; Advanced proficiency the Adobe Creative Suite; nonprofit experience; proficiencies in the writing, editing, direct mail production; strong organizational, problem-solving, and analytical skills; experience with G-suite a plus; respectful and appreciative to OCPM's mission; a self-starter needing little supervision.

Associate's degree or equivalent with 2-4 years related experience or combination of education and experience preferred.

As a small organization, a significant amount of flexibility and teamwork is required. Employees are expected to work collaboratively to ensure OCPM's success.

### **Additional information**

- This is a part-time position with very flexible work hours. It is an excellent option for someone looking for a base on which to build a freelance business or a talented communicator who is in a phase of life where he or she is looking for meaningful, flexible parttime work.
- Position may evolve into full time in the future
- OCPM does not have a central office. The candidate will work out of an office in his or her own home and will provide your own computer unless/ until OCPM provides a computer. OCPM will provide or pay for reasonable and necessary office supplies.

### **How to Apply**

Send a cover letter and resume to [communications@theoocpm.org](mailto:communications@theoocpm.org)