



Job Description: Communications Manager (Part-time)

Job Title: Communications Manager
Reports to: Executive Director
Status: Part-time (15 – 20 hours per week)

MentorKids USA is a Christian based organization that equips and empowers youth to be transformative leaders in their lives, their families, and their communities.

Reporting to the Executive Director (ED), the communications manager is responsible for advancing our Mission by handling our internal and external communication. Working closely with the leadership team, you will help create and execute an effective and exciting communications strategy for a growing, faith-based nonprofit. The communications manager ensures message alignment with key strategies across multiple outlets. The ideal candidate must have strong communication and organizational skills, must be self-motivated, creative, possess prior experience in Communications and/or Marketing, and desire to work in a faith-based environment.

Responsibilities

In coordination with key program staff and the leadership team, responsibilities include:

- Oversee the **Grant Application, Management, and Reporting process** (grant management and writing experience preferred but NOT required, will work closely with grant writer and program staff);
- Manage our **Monthly Donor Program** communications;
- Create our **Monthly E-Newsletter** using email marketing software;
- Coordinate development of **Marketing Material** (work closely with graphic designer and staff);
- Coordinate **Pre and Post Event Communication**;
- Help develop and manage an effective **Web Presence Strategy** across multiple platforms (website, social media, email);
- Ensure consistent **Message and Branding Alignment** across multiple communication outlets.

Qualifications

- Must be able to pass a security background check
- Self-motivated, excellent organizational skills, able to manage multiple projects at the same time and meet deadlines
- Demonstrated ability to effectively use media channels to accomplish goals (print, email, website, social)
- At least 3 years experience in Communications, Marketing, or similar field
- Bachelor's degree and Professional training in Communications (Communications degree preferred but not required)

Hours and Pay

- This position has flexible hours (15 – 20 per week)
- \$17 - \$20 per hour commensurate with experience

Qualified candidates please submit a **Cover Letter** and **Resume** to Aaron Parrott at aparrott@mentorkidsusa.org