

HOUSE OF **HIS** CREATION

Communications Volunteer Job Description

Reports to: Program Director

Works Closely with: Office Manager

Team member commits to the mission of House of His Creation.

House of His Creation as a life-affirming ministry provides women a place to heal, to grow, and to learn through housing and ongoing support.

Summary:

A successful candidate will be organized, excellent at communication and follow-through with a passion for communication, detailed tasks, and interest in brand development and event planning in order to help promote the programs, ministry efforts and events.

Qualifications:

Be a committed Christian of strong Christian character.

Able to communicate effectively and have a positive attitude.

Have experience working with the following software programs: Adobe InDesign, MS-Office Suite, Mail Chimp, Facebook and other social media tools.

Able to work well as a team member; be flexible with a strong commitment to collaboration.

Able to maintain confidentiality in all areas.

Ability to work in a faith based environment relying 100% on the Lord's leading through His Holy Spirit this includes all areas of provision.

Essential Functions:

Social Media: Help maintain HoHC's social media presence with a particular focus on:

- Keeping social media channels updated on a weekly basis.
- Encourage others to comment on posts and share with others.

Public Relations: Create e-newsletters, prayer updates, and monthly communications.

Event Support: Help with event execution: will be based on areas of strength. Help with ministry focused events such as Birthmom Breakfast and Extra Give.