



## HIRING IMMEDIATELY

<b>Job Title:</b>	Design Storyteller
<b>Work Team:</b>	Operations and Communications
<b>Reports To:</b>	Communications and Development Manager
<b>Job Code:</b>	Non-Exempt, Part Time (20–25 Hours / Weekly)
<b>Longevity Requirement:</b>	1 Year
<b>Location:</b>	Holland, Michigan

### Summary

You're a visual storyteller. Photos, illustrations, film, and well-crafted words help you tell stories of God at work around the world. Your creative layout and design skills help others understand the urgency of the vision and help them get engaged in the mission. Flexibility, a heart to serve, and a passion for excellence are three of your core values. As the Design Storyteller, you'll help build, edit, and develop digital and print media essential to "helping connect people to God's Word in their own heart language."

### Essential Functions

#### 1. Design

- a. Communicate and expand ASM's message with brand consistency across all media channels.
- b. Coordinate, as part of the Communications Team, the creation, layout and production of print and digital materials, including (but not limited to) social media, newsletters, brochures, Praise and Prayer guide, envelopes, event-related collateral, donor materials, etc., ensuring materials are kept relevant and current.
- c. Draft and edit stories that tell how God is using His Word in audio through the efforts of ASM and its partners around the world.

#### 2. Social Media

- a. Develop, and implement a regular calendar of updates for all social media channels.
- b. Gather, edit, and post compelling ministry stories.
- c. Monitor posts, likes, and links to and from social media.
- d. Develop, in collaboration with CDM, ASM's social media marketing strategy.

#### 3. Website

- a. Post regular content updates.
- b. Develop, in collaboration with CDM, strategy to update ASM website.

***The above duties, activities, or responsibilities will be supplemented regularly.***

## **JOB SPECIFICATIONS**

**Job Title:** Design Storyteller

### **Study or Knowledge and Experience**

- Bachelor's Degree in Communications or Design, or equivalent experience.
- Minimum of 1 year of experience in a communications role, non-profit or church preferred.
- Expertise using computer hardware and software, including but not limited to: Adobe Creative Suite (especially InDesign), Google Suite, Microsoft Office Suite, video conferencing, etc.
- Video-editing experience is a bonus.
- Second-language proficiency and cross-cultural experience would be valuable.

### **Specific Employment Requirements and Skills**

- Growing and active personal relationship with Jesus Christ, and involvement in a local church.
- Growing knowledge of global mission.
- Personal qualities of service, humility, integrity, and credibility.
- Excellent design skills, with ability to transfer verbal concepts into compelling design.
- Excellent written and oral communication skills, with attention to detail.
- Experience using social media in a professional or ministry environment.
- Excellent relationship-building skills with the ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.
- Serious attitude toward meeting deadlines, with the ability to be innovative and visionary to achieve deadlines and project goals.
- Able to work autonomously as well as in a collaborative, team setting.

### **Work Environment**

- Able to work in an environment that can be stressful when meeting deadlines.
- Able to serve and communicate well with others in crisis resolution or high-pressure situations.

### **Communication Requirements**

- Comfortable working in a multicultural, international environment.
- Extensive, clear communication is required with the Executive Director, CDM, staff team, missionaries, Board of Directors, vendors and others.

### **Stewardship of Resources**

- Uses time effectively for assigned tasks.
- Recommends changes in processes or workflows for cost- or time-savings and continual improvement.

### **To Apply, Please Submit the Following to [jobs@audioscripture.org](mailto:jobs@audioscripture.org)**

- Cover Letter
- CV / Resume
- Design portfolio including at least 3 examples
- Personal Statement of Faith
- Three references (one pastoral, one professional, and one personal)