



## COMMUNICATIONS ASSISTANT JOB DESCRIPTION

### ABOUT US

KiDs Beach Club® is an innovative national non-profit ministry that provides after school Bible clubs in public elementary schools in partnership with local churches. Our vision is to provide every third through sixth grade boy and girl a Jesus experience within the culture of their public school. We mobilize local churches to go outside their walls and engage in the heart of their communities. More than 100,000 children have experienced KiDs Beach Club®.

### JOB SUMMARY

The Communications Assistant is a part-time, 30 hours per week employee who assists in promoting the mission, vision, and events of KiDs Beach Club® (KBC) to donors, churches, parents and volunteers. The Communications Assistant will assist the VP/Marketing & Communications (VP/MC) in the daily execution of the strategic communications and marketing plan. The position works from the KBC corporate office in Bedford, Texas with occasional local travel.

**REPORTS TO:** Vice President Marketing & Communications (VP/MC)

### JOB OVERVIEW

- Assist the VP/MC with the daily operations of the Marketing & Communications Department
- Liaison between the Marketing & Communications Department and external vendors/contractors as well as with internal teams
- Manage the storage and dissemination of photos, videos, and written content

### RESPONSIBILITIES

- Assist the VP/MC in maintaining the KBC brand and executing the KBC communications and marketing strategy
- Assist with planning and executing various fundraising events and campaigns
- Liaison with our contract graphic artist and writers to communicate and update projects
- Photograph, organize, and maintain photos, video, and written content that tell the KBC story
- Deliver KBC content to KBC communications vendor for monthly newsletters and daily social media posts
- Assist in the distribution of all KBC communications
- Update various KBC publications and websites with current ministry statistics and fresh content
- Visit clubs as needed to gather stories and photos (occasional)
- Pick up printing and other items from local vendors as needed (occasional)
- Actively participate in regularly scheduled team meetings and staff development opportunities
- Other duties as assigned by the VP/MC

### PERSONAL

- Adhere to the KBC Statement of Faith and Child Protection Policy
- Undergo and pass annual criminal background check
- Represent Christ and KBC as an active member of a local church
- Support the mission and vision of KBC
- Demonstrate behavior that is professional, ethical, and responsible

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## REQUIREMENTS

- Personal and growing relationship with Christ
- Excellent written and verbal communication skills
- Ability to successfully manage multiple projects and meet deadlines
- Detailed oriented, highly organized, and self-motivated individual who is proactive with their work
- Ability to maintain a highly professional appearance and manner when visiting clubs or vendors
- Ability to provide excellent internal and external customer service
- Proficient in Microsoft Office Suite, Apple IOS, and Adobe Creative Cloud including Photoshop and InDesign
- Experience maintaining and using email distribution programs and social media
- Bachelor's degree with a major course of study in marketing, communications, or a related field is preferred or significant relevant experience with demonstrated success in lieu of degree

## TO APPLY

Complete the application and upload your resume at [kidsbeachclub.org/employment-opportunities](https://kidsbeachclub.org/employment-opportunities)

*Last updated November 18, 2019*

