



American Baptist Home Mission Societies
Connect. Cultivate. Change.

ABHMS Searching for a Communications Associate

The American Baptist Home Mission Societies (ABHMS) is conducting a search for an experienced **Communications Associate**. The Communications Associate is responsible for assisting with the production of corporate and program communications, including news stories, news releases, digital and print newsletters, website content, videos, podcasts, photographs, social media, direct mail, brochures and other external communications. This is a full-time position reporting to the Communications Director and is based in the Leadership & Mission Building in King of Prussia, Pa. This position is available immediately.

Founded in 1832, ABHMS has a long history of meeting human needs and empowering individuals, institutions, churches and communities to share faith, concern and resources to improve the quality of life for all people. ABHMS has done this through supporting education, providing scholarship assistance, publishing Christian resources, funding churches and community centers, counseling and chaplaincy services, intercultural programs, support for immigrants and refugees, advocacy and intervention on behalf of persons living with disabilities, living in poverty, children, senior adults, immigrants, refugees, prisoners and ex-offenders, victims of disasters, and much more.

Primary Duties and Responsibilities

- Recommend, implement and maintain relevant and timely website content; ensure Homepage content changes daily.
- Proactively review website content for timeliness and accuracy.
- Search out stories of ABHMS' program impact; develop fresh story ideas.
- Create ABHMS identity materials, including PowerPoint presentations and other forms of communication.
- Create promotional materials, both print and electronic.
- Actively promote and communicate value of ABHMS mission and services
- Write, copyedit, proofread, and revise communications (print and electronic).
- Collaborate with internal marketing team on design and launch of marketing/communication campaigns.
- Collaborate with internal development team on fundraising campaigns.
- Collaborate on the promotion of ABHMS products and services (including but not limited to program missional efforts, ministrElife, Judson Press resources).
- Research media coverage and industry trends.
- Support ABHMS presence at denominational conferences and regional gatherings.
- Create monthly analytics reports related to website traffic and social media engagement.
- Perform other relevant duties as assigned.

Skills, experiences, education and competencies of the successful candidate

- Deep appreciation for the mission, vision, values and goals of ABHMS.
- Bachelor's degree in Journalism, Communications or Digital Media Production.

- Demonstrated excellent interpersonal, communication and presentation skills, both written and oral which transcend diverse audiences.
- Cultural competency and emotional intelligence required to work in a large, diverse and complex faith-based setting.
- Ability to promote a positive working environment, spirit of cooperation and positive reactions to change and conflict resolution
- Demonstrable experience and skill creating and managing website content.
- Demonstrable experience and skill producing digital newsletters, digital podcasts and digital videos.
- Demonstrable experience and skill writing and telling mission stories
- Knowledge of and familiarity with the work and mission of ABHMS
- Knowledge of Baptist church policy and familiarity with denominational and regional structures of the American Baptist Churches USA
- Knowledge of online publishing using content management systems.
- Excellent digital video/podcast/e-newsletter production and editing skills
- E-newsletter distribution/marketing understanding.
- Knowledge of social media platforms and utilization best practice.
- Skilled story-teller
- Exemplary writing and editing skills and good journalistic writing skills.
- Knowledge of AP style.
- Basic photography and graphic design skills.
- Commitment to accuracy and flawless spelling and grammar in content.
- Creativity, critical thinking, consistency of output, and strategic planning of work are required for success.
- Highly organized, multi-tasker with strong project management and time management skills.
- Proficiency with Microsoft 365 Office software and Internet applications required.
- Self-motivated with an ability to work collaboratively and in teams.
- Ability to work in fast-paced, deadline-driven environment.
- Ability to occasionally work an irregular schedule, evenings or weekends as needed.
- Able to work additional hours during peak times as well as occasional travel, with ample notification.
- Must live within commuting distance of the ABHMS corporate offices in King of Prussia, Pa.

ABHMS is an equal opportunity employer and practices non-discrimination. ABHMS offers a progressive work environment with competitive compensation, comprehensive employee benefits package – including health insurance, retirement plan, life insurance, paid vacation and sick days plus Christmas week off. Relocation assistance available for the successful candidate presently living outside of the local area.

ABHMS provides staff with the support needed to continue to develop knowledge, skills and abilities along their chosen career path consistent with ABHMS' missional priorities and objectives.

We will begin reviewing applications immediately. If interested, please send: **A Cover Letter** and **Current Resumé** to Hrmatters@abhms.org