

Communications Associate

The Baptist Children's Village Communications Associate must be of good character consistent with the core values of the ministry and the *Baptist Faith and Message*.

A bachelor's degree in communications or related field is preferred. Alternatively, a demonstration of good communication and social media skills combined with work experience may be accepted at the discretion of the Director of Communications.

The Communications Associate is expected to represent the department and the agency in a professional manner and display a servant attitude in all required tasks. This job requires an 8:00 am - 4:30 pm Monday through Friday schedule and punctuality is imperative.

Job responsibilities include, but are not limited to:

- Presenting a first impression of the BCV on the phone and in-person that exemplifies the agency's willingness to serve; and inspires confidence in our ability to serve with excellence.
- Developing social media plan and posting social media content under the direction of the Director of Communications.
- Developing and uploading website content; under the direction of the Director of Communications.
- Responding to email and mail inquiries under the direction of the Director of Communications.
- Designing and publishing internal newsletter, *The BCV Voice*.
- Assist the Director of Communications with research.
- Offer assistance to support staff as necessary and/or requested by the Director of Communications. This assistance includes, but is not limited to:
 - Folding and posting mail for the Partner Ministries Assistant.
 - Receiving in-kind gifts and providing appropriate paperwork to the Partner Ministries Assistant.
 - Order and stock printed office supplies as needed/requested. Maintaining BCV brand in all requested printed/digital supplies.

For more information or to apply contact:

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