



Job Description

TITLE: Communications Content Developer
I REPORT TO: Communications Manager
REPORTING TO ME: Communications Volunteers
CATEGORY: Media
LAST UPDATED: January 2019

Job Summary

The Communications Content Developer will help Miracle Life Family Church fulfill its mission by creating content that will be used to share the MLFC story through written copy, print media, video scripts and online publications. The Communications Content Developer will work under the supervision of the Communications Manager to develop and execute creative, strategic, and effective means to promote stories, events, and ministry programming. Must also be able to create content that communicates ideas that inspire, inform or captivate the intended audience.

Main duties of the Job

- Create content/graphics, with direction from the Communications Manager, to be used for sermon series, print media, website, and social media platforms.
- Write copy for various promotional materials to be used across all MLFC communications departments.
- Plan campaigns for events and sermon series promotion.
- Conduct pre-interviews for video testimonies and create a bank of testimonies to be used during Sunday service, social media and on the website.
- Manage all graphics and communications requests submitted to Communications Manager by ministry heads.
- Maintain MLFC and Africa Outreach websites keeping web pages up to date with current information.
- Contribute to social media, marketing and advertising strategies.

Any other duties

- Be loyal to the Senior Pastors and to the Ministry's vision, values and mission

- Provide care, love and encouragement to communications team members with whom you have contact or dealings
- Perform all other duties assigned by the Senior Pastors, Executive Pastor and Communications Manager
- Adhere to the MLFC Staff Statement of Ethics

Knowledge and skills

- Bachelor's Degree or equivalent combination of education and experience in appropriate job related field (communications and graphics design knowledge).
- Minimum 2 years working experience in professional writing, editing, storytelling, and content creating.
- High level of proficiency in both spoken and written English.
- Must have strong understanding of Microsoft Word, WordPress, Mail Chimp and other related writing software.
- Must possess a passion to communicate and tell stories through a variety of communication mediums.
- Preferred experienced in both documentary and narrative storytelling
- Must have excellent written and verbal communication skills.
- Excellent computer skills.
- Evidence of continuing, relevant professional development.
- Experience of working in a multi-cultural setting.
- Ability to focus and specialise on specific tasks.
- Desire and ability to work creatively in a team setting.
- Self-starter with drive and initiative.
- High attention to detail.
- High capacity for multi-tasking.
- Must possess a proven ability to work effectively with diverse individuals and volunteer teams.

Personal attributes

- Faithful
- Honest
- Creative
- Good Listener
- Hard-working
- Self-Motivated
- Driven
- Great value for time keeping