

**American Baptist Home Mission Societies (ABHMS)  
is looking for a Communications Associate**

**Why do we seek a Communications Associate?**

The Communications Associate will promote the identity of American Baptist Home Mission Societies through development of communications tools. We are looking for an excellent writer and editor who also has skills in Website content management. Also, the Communications Associate will support American Baptist Home Mission Societies' development of ministry resources that empower local church ministry. The position, which reports to the Communications Director, is open immediately and is based in King of Prussia, Pa.

The American Baptist Home Mission Societies ministers as the caring heart, serving hands, going feet and prophetic voice of Jesus Christ — establishing ministries of discipleship, community and justice along with equipping and networking followers of Jesus to transform persons, congregations, neighborhoods and cultures throughout the United States and Puerto Rico. We invite you to visit our Web site at [www.abhms.org](http://www.abhms.org)

**What are the core duties & responsibilities of the position?**

- ❖ Write newsletters, mission stories, press releases, display advertisements, and copy promoting conferences, special events and ministry emphases.
- ❖ Edit and proofread ministry resource handbooks, conference brochures and program information along with newsletters, mission stories, press releases, magazines and promotional copy.
- ❖ Organize and coordinate information for presentation on Web site, using best practices for communication through the medium of the Internet.
- ❖ Manage Web site, uploading new pages, monitoring content to assure currency of information and planning site architecture when necessary.
- ❖ Create and maintain social media presence, including Facebook and Twitter.
- ❖ Occasional travel is required to cover and/or participate in key organizational events and meetings
- ❖ Other duties as assigned

**What knowledge, skills, abilities, competencies and experience should the Communications Associate possess?**

- ❖ Excellent writing, editing & proofreading skills
- ❖ Familiarity with Web content management systems
- ❖ Basic working knowledge of HTML, CSS, Javascript
- ❖ Familiarity with social media best practices
- ❖ Basic understanding of effective graphic design
- ❖ Knowledge of best practices in communication development and management
- ❖ Strategic and creative thinking
- ❖ Experience working in a team context and collaborative environment
- ❖ Familiarity with American Baptist mission and ministry
- ❖ Willingness to learn and desire for professional growth/development

- ❖ Proficient with Outlook and Microsoft Office products (Word, SharePoint, PowerPoint)
- ❖ Bachelor's degree in communications or communications-related field (e.g. public relations, marketing), journalism or English
- ❖ Minimum of three years of experience in organizational communications environment

**American Baptist Home Mission Societies** is a great place to work! We offer excellent salary and benefits (health insurance, paid time off and paid sick time, participation in a fully-vested 403b) as well as the support needed to continue to develop your skills and abilities. We offer a safe, professional work environment located at 588 North Gulph Road in King of Prussia Pa.

**If you are interested in Applying** Submit a completed Employment Application (available on our Website) plus a current resumé by **JUNE 30, 2010** to:

Dr. Laura Miraz, SPHR

ABHMS/Human Resources Officer

P.O. Box 851, Valley Forge, PA, 19482-0851

[LMiraz@abhms.org](mailto:LMiraz@abhms.org)

For more information, visit <http://www.abhms.org/employment.cfm>

*ABHMS is an Equal Opportunity Employer*