



Job Announcement

Communications Coordinator

Thousands of Chinese students and scholars come to American universities each year. China Outreach Ministries reaches out to them in Christ's love, meeting their needs through practical helps, friendship and God's Word and leading many to new life in Christ. COM is seeking a *Communications Coordinator* to develop strategies and materials to communicate COM's vision/mission and programs to ministry constituents and the public.

The ***Communications Coordinator*** creates and implements a comprehensive, targeted communications program that advances COM's mission by:

- Identifying key audiences and developing messages that will encourage their prayer, financial support and active participation in COM's ministry.
- Creating organization-wide communication and marketing materials, including newsletters, brochures, appeals, special event materials, annual reports, etc.
- Overseeing and maintaining COM's website and social media presence.

China Outreach Ministries is a tax-exempt nonprofit organization based in Mechanicsburg, PA. Its mission is to give Christ to Chinese students and scholars, future leaders of China, who study or do research at American universities. COM staff, working in university communities throughout the U.S., offer hospitality, social activities, English classes and a variety of practical services to help these students and scholars succeed. As COM staff members build friendships, they share Christ and offer Bible studies for those who are interested. They mentor and disciple those who come to Christ and help those who return to China as believers become Christ-like leaders for their families, communities, and professions. Ministry staff work closely with local churches and volunteers, involving them in reaching and discipling scholars.

COM is seeking a mature disciple of Jesus Christ to fill this position, one who is self-motivated and committed to achieving COM's goals. Candidates must have outstanding interpersonal skills and excellent written and oral communication skills. He/she must be able to effectively communicate COM's vision, goals, programs and activities through a variety of media. The candidate must have a working knowledge of graphic design, photography, social media and other communications tools.

Candidates must have a bachelor's degree and two years experience in communications, media, public relations or related fields.

The ***Communications Coordinator*** works in the COM Leadership Center in Mechanicsburg, PA. He/she works with COM leaders and staff members, with internal and external audiences, and with media representatives. Air and car travel may be required to fulfill responsibilities.

COM staff members raise support from donors to fund their ministries, including salary, benefits and certain expenses. COM provides excellent training and coaching to guide staff in developing a partnership team to support their ministry. COM offers medical, dental, and life insurance plus a 403(b) retirement plan.

Interested applicants can request additional information or application forms by contacting COM's mobilization team at dhines@chinaoutreach.net. Applications must be submitted by June 23, 2017.

[China Outreach Ministries, 555 Gettysburg Pike, A200, Mechanicsburg, PA 17055](http://www.chinaoutreach.org)

717-591-3500 • www.chinaoutreach.org