



Missionary Position: Media and Communications Specialist

Field: Guatemala	Site: Country-Wide
Position Title: Media and Communications Specialist	Minimum Commitment Length (1-3 years): 1.5 years This is a full-time position
<p>Brief Job Description:</p> <p>The Media and Communications Specialist uses the written word and photographic media to communicate to donors, stakeholders, and the international office about what is happening in the Kids Alive Guatemala ministry. These communications exist to glorify God by bearing witness to what He is doing among the children and staff in Kids Alive Guatemala, to encourage those who receive them to praise God and pray for the work, and to report back and provide accountability to those who are supporting the ministry.</p> <p>This individual works under the leadership of the Kids Alive Guatemala Director but also in cooperation with the Communications and Fund Development teams in the international Office. In this way, he/she will create content in cohesion with our organizational message.</p> <p>The communications produced by this Specialist may take the form of monthly e-newsletters, stories from the field written in particular formats as requested by the International Office Team, monitoring and evaluation reports, providing up-to-date numbers and statistics, and social media updates, as well as photos of life in the ministry which can be used to supplement and accompany these pieces.</p> <p>Like all our staff, this individual joins this team in caring for children in a way that reflects the love of Jesus. He/she helps to provide a safe environment in which the children can learn and grow toward wholeness. This may mean pitching in with other team efforts as needed.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Gather stories from others and compose written pieces displaying God’s work and impact on the children served by Kids Alive • Twice annually, or more often, refresh the content of the kidsalive.org website’s description of the ministry in Guatemala, as well as the ministry happening at each site, keeping it accurate and up-to-date • Each quarter, produce three stories from the field: <ul style="list-style-type: none"> ○ About a sponsored child ○ About a staff member ○ About a non-sponsored child or children • Write ministry-focused blog posts on the kidsalive.org blog page • Write a “site partnership update” on a monthly basis • Gather photos taken by others and take photos which artfully display God’s work and impact on the children served by Kids Alive, as trained by Kids Alive Communications staff • Sift through photos appropriately to create a collection of usable ones. Filter photos to make sure that none of them pose security risk issues to any child or vulnerable adult in the ministry. • Tag photos with identifying, searchable information for others’ use. Attach watermark. • Share photos with the International Office Communications staff • Collaborate with International Office Communications team on Kids Alive Guatemala social media platforms • Assist the Sponsorship Coordinators and Service Team Hosts in busy seasons, as needed 	
<p>Minimum Education and Experience:</p> <ul style="list-style-type: none"> • Bachelor’s degree that includes training in communications/media related field • Experience writing for media, newspaper, or formal publication 	

- Professional or amateur photography experience

Key Qualifications Needed:

- Demonstrated writing and photography skills through example pieces or an online portfolio
- Basic computer literacy, skills with Microsoft Office; ability with photo editing or graphic design software preferred
- Meets deadlines, highly organized with administrative experience

All Kids Alive missionaries must demonstrate the following skills and characteristics:**In faith life:**

- Agree with our statement of faith
- Have a living and growing relationship with Jesus Christ
- Demonstrate spiritual and emotional maturity, with a well-formed sense of identity in Jesus Christ
- Be active participants in a Christ-professing church/community of faith
- Have experience using their spiritual gifts and skills to serve their local church/community of faith

In personal and social life:

- Have the willingness and humility to learn a new language, culture, and way of life
- Demonstrate social maturity and the ability to form and grow relationships
- Demonstrate the ability to resolve conflict in a Biblical manner, with grace and patience
- Patiently adapt to continuously changing situations and people
- Demonstrate a humble willingness to work under local leadership in the country of ministry
- Manage sensitive situations with discretion and respect

In professional life:

- Demonstrate excellent written and verbal communication skills
- Demonstrate successful employment or entrepreneurship experience
- Demonstrate excellent team/group work experience
- Demonstrate ability to motivate self and work independently within established guidelines
- Demonstrate ability to organize complex information and changing situations
- Be at least 18 years of age, have college or skilled trade program experience; degree preferred

To apply, please prepare a resume and cover letter, and apply at: www.kidsalive.org/guatemsyapp. For questions, write to: Bill.Dean@kidsalive.org.