



## Missionary Position: Media and Communications Specialist

<b>Field:</b> Zambia	<b>Site:</b> To Be Determined Various Sites
<b>Position Title:</b> Media and Communications Specialist	<b>Minimum Commitment Length (1-3 years):</b> 2 years
<p><b>Brief Job Description:</b></p> <p>As a Media and Communications Specialist, you will use the written word and photographic media to communicate to donors, stakeholders, and the international office about what is happening in the Kids Alive Zambia ministry. These communications exist to glorify God by bearing witness to what He is doing among the children and staff in Kids Alive Zambia, to encourage those who receive them to praise God and pray for the work, and to report back and provide accountability to those supporting the ministry.</p> <p>In this position, you will work under the leadership of the Kids Alive Zambia Director as well as the Communications and Fund Development team in the Kids Alive International Office, which will aid in the development of content cohesive with the organizational message.</p> <p>The communications you produce may take the form of monthly e-newsletters, stories from the field written in particular formats as requested by the International Office, monitoring and evaluation reports, providing up-to-date numbers and statistics, social media updates, and photos of life in the ministry which can be used to accompany and supplement these pieces.</p> <p><b>Key Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Gather stories from others and compose written pieces displaying God’s work and impact on the children served by Kids Alive</li> <li>• Twice annually, or more often, refresh the description of the Zambia ministry on the Kids Alive website, keeping it accurate and up-to-date</li> <li>• Each quarter, produce three stories from the field: <ul style="list-style-type: none"> <li>• About a sponsored child</li> <li>• About a staff member</li> <li>• About a non-sponsored child or children</li> </ul> </li> <li>• Write ministry-focused blog posts for the <a href="http://www.kidsalive.org">http://www.kidsalive.org</a> blog page</li> <li>• Write a “site partnership update” on a monthly basis</li> <li>• Manage photography and video resources for KAZ. This includes: <ul style="list-style-type: none"> <li>○ 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</li> <li>○ Filter photos to create a collection of photos which pose no security risk issues to any child or vulnerable adult in the ministry, and which are high-quality and usable for media and communications purposes</li> <li>○ Tag photos with identifying, searchable information for others’ use. Attach watermark.</li> <li>○ Under guidance of the International Office, produce short videos demonstrating the impact of KAZ work</li> </ul> </li> <li>• Under guidance from the International Office Communications Team, manage Kids Alive Zambia social media <ul style="list-style-type: none"> <li>Package KAZ information in easy-to-read formats, including the use of infographics, for KAZ-internal as well as external communications</li> </ul> </li> <li>• Champion and uphold the Child and Vulnerable Adult Protection Policy as instituted by Kids Alive International</li> <li>• Perform other related tasks as assigned by the supervisor or Country Director</li> <li>• Assist with other Kids Alive Zambia teams in their projects during their respective “crunch times”</li> </ul>	

**Minimum Education and Experience:**

- Bachelor's degree that includes training in communications, media, or a 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; degrees preferred

To apply, please prepare a resume and cover letter, and apply at: [www.kidsalive.org/zambiamsyapp](http://www.kidsalive.org/zambiamsyapp). For questions, please write to [Bill.Dean@kidsalive.org](mailto:Bill.Dean@kidsalive.org).