



Communications Specialist

Principle Function: Promote IDES' vision and story to the public through various communication outlets.

Job Duties:

1. In partnership with administration, develop organization-wide communications and marketing strategies
2. Research and propose new marketing opportunities to increase IDES' visibility
3. Create and deliver press releases
4. Design and produce engaging digital and print marketing materials
5. Oversee content production and maintenance of IDES' website
6. In collaboration with Media Specialist, increase social media engagement through excellent content creation and individual interaction
7. Track the effectiveness of communications activities
8. Be involved in coordination and planning of special events
9. Provide monthly report for Operations Director and Executive Director
10. Any other duties needed to help drive IDES' Vision, fulfill IDES' Mission, and operate by IDES' Values

Working Relationships:

Responsible to: Director of Operations

Work closely with: Media Specialist, Development Director

Education:

Minimum bachelor's degree in Communication, Marketing, Advertising, PR (or a related area of study)

Knowledge, Skills, Experience Required:

Knowledge of Media Ethics
Exceptional verbal and written communication
Social Media Relations and Marketing
Website design and maintenance
Graphic design
Print publication design
Computer skills
Organizational skills
Self-Starter

Knowledge, Skills, Experience Preferred:

Proficient in Adobe Creative Cloud Suite programs including but not limited to:
Proficient with Square Space, Constant Contact

Spiritual Gifts Required:

Servanthood	Humility
Gift of Helps	Passion
Social Awareness	Creativity
Teaching	

Time/Location: Full-time position based out of IDES' Noblesville, Indiana Headquarters working a minimum of 40 hrs per week

Compensation: Salary