

Communications Assistant (P/T)

Christians In Action is a nonprofit organization that has been in existence since 1957. We are a Christ-centered inter-denominational mission organization with a focus on those who have not heard the good news about Jesus' love and forgiveness. We specialize in sharing the good news, discipleship, church planting, medical outreaches, community development, and education.

Christians In Action is looking for an enthusiastic and collaborative candidate to join our team as a Communications Assistant. As a Communications Assistant, you will be working with the Communications Coordinator, contributing to the development of content for all means of communication, such as social media posts, ads, emails, postcards, letters, newsletters, brochures/flyers and our website. In addition, you will also be participating in fundraising campaigns and events. You will be a valuable member of our administrative team, dedicated to working together to fulfill our mission and vision.

If you think this sounds like a good fit for you, read on to learn more about the position. We'd love to hear from you.

Requirements:

- 1 year work or education experience in communications, marketing, public relations, fundraising or a related field
- Superb written and verbal communication skills
- Strong understanding of social media platforms, including but not limited to Twitter, Facebook, and Instagram.
- Excellent multitasking and organizational skills
- Strong attention to detail
- Knowledge in MS Office and/or Google Suite, Adobe Creative Suite, Constant Contact or equivalent email marketing
- English language speaking, reading, writing proficient
- Experience in WordPress, SquareSpace or equivalent website building platform (a plus)
- Bilingual Spanish is a plus

Qualifications:

- High School Diploma or equivalent
- Some college or training in communications and/or fundraising,
- Some experience in website development (a plus)
- Experience in church or nonprofit environment

Responsibilities:

- Assist in all aspects of communications, including but not limited to
 - Digital media / Social media posts
 - Email marketing
 - Printed materials (letters, newsletters, brochures, etc)
 - service/event promotions
 - Website
 - Phone
- Maintain accurate records of all projects
- Assist with meetings and events
- Assist with general office tasks

Location: Fresno, CA

Hours: Part-time 20-25 Hrs/Wk, Monday - Friday, flexible

Wage: \$16.00-\$17.00/hour