

# Communications & Recruiting Administrator - Reliant Job Description

<b>Employment</b>	Full Time
<b>Oversees</b>	Recruiting & New Partnership Coordinator, Outsourcing of Design work
<b>Member Of</b>	Operations Leadership Team
<b>Reports To</b>	Operations Manager

## Job Summary

Reliant is looking for a passionate and highly motivated Communications & Recruiting Administrator to join our Central Operations team who will serve at the Reliant headquarters located in the Lake Nona area of Orlando, Florida. This role will be responsible for the big picture strategy and implementation of Reliant's internal & external Communication and new & developing relationships. This will include ensuring Reliant's brand cohesion through all outlets (print, email, web, social) and with all constituent groups (donors, churches/ministries, missionaries) by collaborating with and serving our internal Central teams. It will include oversight of the Recruiting & New Partnerships Team and coordination with the Operations Leadership Team, as well as direct oversight of large-scale projects such as Reliant's Annual Ministry Report, Year-End Giving Appeals, and ongoing Missionary Training materials.

The ideal candidate would be a Christian who has experience in Communications strategy. Is both creative & innovative as well as able to manage projects on a schedule with multiple collaborators. Solid written communications, mature interpersonal skills, and strong self-management (ability to juggle multiple priorities) are expected. It is important to note that Reliant Central is a hard working, productive environment of about 40 people supporting around 600 support-based missionaries around the world. We prioritizes people and relationships, in an effort to serve our missionaries, partners, and donors in the most effective ways possible. We're excited to be in a season of growth and are looking forward to becoming even more streamlined in our Communication practices internally & externally.

# Responsibilities

## 1. Brand & Strategy

- Overall Reliant Brand cohesion - including website, materials, etc.
- Projects - Annual Ministry Report, Reliant POST Magazine, Blog (in conjunction with Field Editor), Social

## 2. Donor Communications - internal & external

- Print, Email, Web, Social - including new plans, projects, & strategies
- Working with Gift Services Team on regular & ongoing communication to Donors
- Collaboration with Program Teams and Training
- Direct Marketing Communication

## 3. Church & Ministry Communications - internal & external

- Print, Email, Web, Social - including new plans, projects, & strategies
- Working with all Program Teams as needed
- Oversight of Recruiting Team - including New Partnership Process within Reliant
- Partnership Materials and Process

## 4. Missionary Staff Communications - internal & external

- Print, Email, Web, Social - including new plans, projects, & strategies
- Working with all Program Teams as needed
- Oversight of Recruiting Team - including onboarding & promotions to new & potential Missionaries
- Working with all Reliant Trainings - materials, content, and execution

## 5. Operational Logistics & Execution

- Systematization of Communication within the Reliant Matrix
- Internal Central Communication Tools - Solomon, Teams, Comm Calendar & Requests, etc.
- Regular coordination with Operations Team & organizational projects as assigned by the Operations Manager

## 6. Recruiting Strategy & Oversight

- Oversight of Recruiting Coordinator
- Collaborates on strategy for marketing & growth - Conferences, ongoing Research, etc.
- Working with Recruiting Coordinator & all Program Teams as needed to expand & promote new relationships

- Occasional Recruiting Travel to represent Reliant (as available and needed)

## **7. Design Oversight**

- Oversight of outsourced projects and freelance work for all materials
- Management of Reliant's POD site (CopyCat) and all print vendor relationships
- Brand Creation and cohesion

## **Job Specifications**

- A profession of faith in Jesus Christ
- Agrees with Reliant's Statement of Faith, Core Values, and Code of Conduct
- Significant aptitude for managing communications strategy within multiple teams & prioritizing cohesion for the Reliant brand
- Formal training, or equivalent experience, in Communication strategy
- Works well with others and is an effective collaborator with excellent interpersonal skills
- Effective in executing project plans - tracking deadlines, scheduling actions, and follow through
- Experience working with printers and maintaining vendor relationships
- Proficiency in full Microsoft Suite, and some experience in Adobe Creative Suite, or industry standard equivalents
- Strong attention to detail along with the ability to see the big picture
- Ability to respond quickly and efficiently in a fast-paced environment

## **Reporting Relationships**

- Reports to the Operations Manager
- Works collaboratively to serve all Program Teams & Reliant as a whole (external)
- Works operationally to serve all Support & Process Teams (internal)
- Oversees Recruiting & New Partnerships Coordinator
- Oversees outsourcing of all design and any Field contributors

**All Reliant Office Employees must:**

1. Have profession of faith in Jesus Christ
2. Affirm Reliant's Statement of Faith (<https://solomon.reliant.org/display/AboutUs/Statement+of+Faith>) and Reliant's Core Values (</pages/createpage.action?spaceKey=building&title=Core+Values>)

**Disclaimer**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this job. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.