



World Outreach Communications Coordinator

Summary: The World Outreach (WO) Communication Coordinator is a part-time, non-exempt position and vital member of the WO support team, responsible for vital activities of WO that support the mission and vision of the EPC. The WO Communication Coordinator assists the WO Executive Director and WO Director of Operations in all aspects of their work, giving special attention to Event and Communication functions.

Reports to: World Outreach Director of Operations

Key Relationships: WO Executive Director, WO Office Staff, and WO Committee

Responsibilities: Include (but not limited to) the following:

- Prepare news releases for new appointees and send (via mail and email) to appropriate presbyteries
- Prepare and send out missionary change of status and resignation letters to supporters
- Arrange, support, and execute processes to create the annual prayer directory of global and US workers.
- Compile Summary Evaluations of workers to be distributed to supporting churches
- Work with Executive Director and Director of Operations to send out monthly e-newsletter highlighting stories from church partners and global and US workers (the Reach)
- Create promotional materials for EPC World Outreach (for events, workers, and general information)
- Work with Director of Operations to create an Annual Report to send (via mail and email) to individual and church supporters
- Maintain current contact lists of key EPC church and presbytery mission leaders to ensure that they receive efficient and effective service through the WO Office
- Implement, maintain, and improve communications by website, mail, email, and printed materials
- Ability to become proficient in the use of Salesforce Database
- Ability to become proficient in the use of Word Press website platform to maintain and update the website

Skillset and Background

- **Education:** High school diploma required; bachelor's degree preferred.
- **Communication:** Exceptional written and verbal communication skills.



- **Technical Skills:** Proficiency in WordPress is preferred.
- **Design Skills:** Basic to intermediate graphic design abilities (e.g., Canva, Adobe Spark, Photoshop).
- **Editing:** Strong editing and proofreading capabilities.
- **Content Creation:** Experience developing content for both print and digital platforms.
- **Collaboration:** Ability to work effectively with cross-functional teams.
- **Social media:** Familiarity with social media analytics and tracking tools.
- **Marketing:** Experience using email marketing platforms like Mailchimp.
- **Computer Proficiency:** Advanced skills in Microsoft Office Suite (Outlook, Word, PowerPoint, Excel).
- **Organizational Skills:** Excellent attention to detail, time-management skills, and the ability to meet deadlines.

Personal

- Growing relationship with Jesus Christ that demonstrates Christ-likeness and a heart for God and others
- Affirms the EPC Essentials and aligned with EPC vision, mission, and values.
- Demonstrates evangelical and missional commitment, passion for God's mission in the world, motivated to see his kingdom advance
- Commitment to the local church, values the EPC Presbyterian/Reformed heritage and system of governance even if not experienced in it
- Oriented to innovation and continuous process improvement, able and willing to adapt to change and transitions, life-long learner
- Possess a high level of personal and professional integrity and confidentiality
- Possible availability to travel to week-long national annual meeting (General Assembly)

Mission and Vision of the Evangelical Presbyterian Church

Mission: The EPC exists to carry out the Great Commission of Jesus as a denomination of Presbyterian, Reformed, Evangelical, and Missional congregations.

Vision: To the glory of God, the EPC family aspires to embody and proclaim Jesus' love as a global movement of congregations engaged together in God's mission through transformation, multiplication, and effective biblical leadership.