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Department: Communication Services

Reports to: Communications Team Leader

Overview: Assist in the marketing and communications of a global missions agency and local retreat center.

Relationships with other departments

- Stays in contact with team supervisor, directors in BA (Business Administration) RM (Retreat Ministries) and GM (Global Ministries)
- Promotes the newly forming FM (Farm Ministries) in contact with the FM project task force.
- Attends weekly Chapel services, employee lunches, and special events, as schedule permits for fellowship and good relations with members of other departments.
- Attends department meetings as needed

Duties – serving the Communications Team

- Social media – as needed
- Newsletters – digitally
- Website updating (WordPress, Duda)
- Preparing mail pieces
- Mailings
- Preparing presentation packages
- Content creation

Duties – serving the General Director

- Arranges speaking opportunities for the General Director or the Global Ministries Director by contacting area churches near the office.
- Assists the General Director in composing speeches and fundraising letters.
- Works as a team with General Director and Communications staff in writing and presenting grants to foundations for capital expense projects.

Job Qualifications

- College education preferred but not required. Preferably some experience in communications,

marketing, business administration, or related field.

- Sign the Liebenzell Ministries Doctrinal Statement, testifying adherence to the doctrinal position.
- English language fluency and ability in writing with style.
- Proven professional skills, evidence of good judgment, results driven.
- Strong project management and database management skills.
- High organizational commitment and professionalism.
- Creative, innovative, and intuitive.
- Able to establish and accomplish self-directed goals and objectives.
- Proficient in office technology – Word, Excel, PowerPoint, Outlook, and accurate use of email and digital communications.
- Experience in website management using Wordpress or similar platforms is preferred.
- Has a valid driver's license and his/her own transportation.

Physical Demands and Work Environment

- While performing the responsibilities of the job, the employee is required to talk, hear, use their hands and fingers to operate office machinery, is often required to sit, stand, walk, reach with arms and hands.
- Vision abilities required by this job regularly include close vision, distance vision and peripheral vision.
- The noise level in the work environment regularly varies from quiet to moderate.