



## **Global Scholars Stewardship Communications Coordinator**

### Position Description

Supervised by: Stewardship VP

Works with: IT Media Support Specialist, Donor Relations  
Specialist, Stewardship AA

Status: Full-time, Non-exempt, 40 hours/week

Location: Olathe, Kansas

### **POSITION SUMMARY**

To advance the purpose of Global Scholars, the Stewardship Communications Coordinator will serve the Stewardship Vice-President in developing and coordinating communication efforts and executing project tasks as indicated in the yearly Stewardship Plan and as assigned by the Stewardship VP.

### **JOB DUTIES AND RESPONSIBILITIES**

- Write and/or edit articles and other communications materials
- Coordinate campaign mailings
- Desktop and electronic publishing of documents including the newsletter
- Prepare reports, proposals and presentations as needed or requested
- Writing, proofreading, editing and fact checking documents
- Read professor newsletters, rewrite relevant stories and archive for use
- Manage social media calendar and create communication graphics and text
- Work in collaboration with other staff and volunteers as needed
- Execute with excellence other duties as assigned

### **SKILLS AND EDUCATION REQUIREMENTS**

- 1-3 years of relevant experience
- Bachelor's degree required (Communications, Marketing, PR or Business preferred)
- Excellent spelling and grammar skills
- Proficient desktop publishing and social media skills
- Experience in Macintosh environment helpful
- Computer usage skills, specifically word processing, presentation and spreadsheet applications in a cloud-based environment
- Detail oriented, highly organized and efficient
- Experience in database systems a plus
- Able to handle sensitive information in a confidential manner

**CHARACTER, PERSONAL TRAITS AND COMPETENCIES**

Trustworthy, follower of Christ. Embrace the Mission, Vision and Statement of Faith of Global Scholars. Personal service orientation, motivated self-starter, able to serve the Stewardship VP by taking full responsibility for communication tasks. Committed to do work energetically and with excellence. Detail and deadline oriented. Able to work well in a cooperative role with other staff.

**ACCOUNTABILITY AND EVALUATION**

Performance evaluations are based on the fulfillment of the job description and the ability to annually affirm the Mission, Vision and Statement of Faith.

**ORGANIZATION**

Non-profit 501(c)(3) organization. Member, Evangelical Council for Financial Accountability, World Evangelical Alliance, MissioNexus. [www.global-scholars.org](http://www.global-scholars.org)

**FOR MORE INFORMATION**

Contact Global Scholars [cwalker@global-scholars.org](mailto:cwalker@global-scholars.org)