

# Communications Manager

## Job Description

The NAE Communications Manager is a part-time, exempt remote work position (20 hours per week). The Communications Manager works collaboratively with all NAE staff to help evangelicals foster thriving communities and navigate complexity with biblical clarity. This individual will play a key role in developing and publishing content and resources that inspire and equip the evangelical community.

### Qualifications

- Personal faith in Jesus Christ as Savior and Lord
- Agreement to and affirmation of the [NAE Statement of Faith](#)
- Regular attendance at an evangelical church and familiarity with the evangelical community
- Bachelor's degree in journalism, communications or related field
- Proficient in use of Microsoft Office, Wordpress and email marketing platforms
- Experience with Adobe Creative Suite and Teams preferred
- Strong writer, edit and content developer
- Ability to quickly learn new technology and communication platforms
- Solid project management and organizational skills
- Willingness to work as part of a team and flexibility to adjust to needs of a small organization
- Spanish speaker preferred

### Responsibilities

- Participates in strategic and communication planning meetings
- Drafts, manages and publishes content across platforms, including podcasts, magazine, website, emails, publications and social media
- Serves as the assistant editor of Evangelicals magazine, corresponding with authors, editing articles and working with graphic design partners
- Coordinates production of NAE podcasts, webinars and other communication programs
- Designs email content and maintains the NAE email database
- Assists with public relations efforts, including op-eds, press releases and interviews
- Supports staff with content development, visual identity and graphic style standards
- Collaborates with contract communication team members, including graphic designers, web developers, media consultants and printers

### Relationships

- The Communications Manager reports to the Vice President of Communications & Marketing
- The Communications Manager collaborates with other NAE staff

All interested candidates should review the NAE's [Mission and Vision](#), [Statement of Faith](#) and ["For the Health of the Nation"](#) to ensure that their personal values and beliefs are in alignment with those of the organization. While the NAE office is located in Washington, D.C., the Communications Manager is a remote work position. Applicants for this position are required to submit a resume, cover letter and writing sample at [NAE.org/jobs](#).