



COMMUNICATIONS EXECUTIVE

Are you a creative storyteller with a talent for developing engaging print and digital content? If that's you, we want you to join our Media Team to create content that will help us promote our church mission and initiatives!

Key Responsibilities:

(A) Communication Strategy:

Develop and implement communication strategies that are aligned with church mission and initiatives.

(B) Content Creation:

Develop engaging and informative content for various platforms, including website, printed collateral, mobile app and social media.

- Collateral design for print and digital media (not limited to):
- Banner
- Flyers
- Newsletter

(C) Content Planning:

- Collaborate with various church ministries to create publicity plans to reach and engage with internal and external audience
- Work closely with department/project reps to execute publicity plans
- Coordinate with vendors on production and timely delivery

(D) Social Media Optimization:

- Create and optimize social media content to increase reach and engagement
- Ensure smooth operations of website processes

Requirements:

- A relevant diploma or degree
- At least 1-2 years of working experience in related field
- Excellent communicative and interpersonal skills