



Job Description – Communications Specialist

Organization Type: Faith-Based Nonprofit

Program: The Lampstand

Position Type: Part-Time

Department: Development

Direct Report: Communications Coordinator

Location: Greater Roanoke Valley Area, In person/Remote when applicable

Hours: 16-20 hrs/week

Travel Requirements: Moderate

Driving Requirements: Must have access to reliable transportation

Physical Requirements: Must have the ability to lift and carry office supplies and equipment for speaking engagements

Education & Experience: Bachelor's degree in Communications, English, or other relevant field and experience with public speaking

Job Responsibilities

Responsibilities include but are not limited to the following:

The Communications Specialist's role is to bring awareness to the issue of sex trafficking in the Roanoke Valley through:

- Deliver presentations to professionals and community members about The Lampstand and trainings on human trafficking
- Implement Prevention Education curriculum with youth in local schools, churches, foster care agencies, and other youth serving organizations
- Maintain relationships with churches, community partners, and supporters
- Represent and communicate on behalf of The Lampstand to the general public
- Develop creative ways to share The Lampstand's story and mission
- Design digital and print marketing materials, following brand guidelines
- Assist with The Lampstand website along with social media posts and campaigns as needed
- Another other assigned tasks and duties

Develop and Model Healthy Living for Volunteers and Staff:

- Maintain an active and growing relationship with Jesus
- Demonstrate a desire for spiritual growth as evidenced by his/her prayer life, Bible study, and spiritual outreach to others
- Be a Christian role model in attitude, speech, and actions toward others. This includes being committed to God's biblical standards for sexual conduct (1 Corinthians 6:18-20)
- Speak the truth in love
- Lead by example in modeling a healthy lifestyle in body, soul, and spirit



- Develop intentional connections with volunteers and staff members
- Represent The Lampstand in a positive and professional way to the general public
- Provide direction and encouragement to volunteers
- Maintain a flexible and positive attitude

Qualifications:

- Ability to function independently and maintain self-sufficiency with minimal supervision
- Strong interpersonal, oral, and written communication skills
- Flexibility and willingness to shift priorities as needed
- Experience with design programs, such as Canva, Wordpress, and MailChimp
- Proficiency with Microsoft Office Suite and Google Drive
- Ability to create and publish social media posts
- Advanced organizational abilities
- Leadership skills and a dynamic personality
- Experience with event planning and managing volunteers
- Ability to interact effectively as a team member and independently with staff
- Satisfactory preliminary criminal history background check and clean motor vehicle record determination as required by law
- A personal history of never having been shown by credible evidence (such as a decision of a court or jury, or a department investigation or other reliable evidence) to have abused, neglected, sexually exploited, or deprived a child or adult or to have subjected any person to serious injury as a result of intentional or grossly serious injury
- Documentation of at least two professional, educational, spiritual, or personal references that attest to the person's capability of performing the duties of the position and to the person's suitability of working with or around children

Other Skills/Character Qualifications:

- Reliable
- Driven
- Team-oriented
- Maintain high standard of ethics, honesty, and integrity in all personal and professional matters
- Ensure the work environment is Christian-based, nurturing, wholesome, and loving