

*Application for*  
**Communications  
Manager**



# Communications Manager

## OVERVIEW

The Communications Manager is someone who loves TeenPact and excels at effectively communicating our story. This person is focused, driven, creative, organized, and innovative. They see projects and relationships as opportunities to collaborate, listen, learn, and celebrate. They use their creativity, skills, and passion to promote the vision and values of the ministry while equipping others to maximize ministry resources through excellent communication. Working closely with the Communications Team and other departments and key volunteers, the Communications Manager is responsible to create, innovate, resource, market, and produce various digital and print media for TeenPact Leadership Schools.

## ROLE INFORMATION

**Title:** Communications Manager

**Supervisor:** Director of Communications

**Status:** Full-time

**Location:** Richmond, VA (strong preference for Richmond office, but will consider remote options)

**Start Date:** ASAP

**Time Commitment:** Full Time (40 Hours/Week)

**Compensation:** Information is provided upon request to Chris May at [chris.may@teenpact.com](mailto:chris.may@teenpact.com)

## EXPECTATIONS

- **Ministry Alignment:** Affirm the vision, mission, and values of TeenPact Leadership Schools including training youth to understand the political process from a conservative perspective.
- **Servant Leadership:** Serve, all-in, together with our National Office Team, to advance the vision, mission, and values of TeenPact Leadership Schools.
- **Ministry Relations:** Build trusting relationships with employees and volunteers through collaboration on various projects. Build and maintain trust with ministry constituents.
- **Communications Management:** Create, organize, and manage assigned communication projects through various disciplines related to marketing, design, videography, project management, writing, etc.
- **Brand Management:** Develop, maintain, and promote the integrity of TeenPact brand standards for all brand assets through platforms such as websites, social media, internal and external documents documents, signage, etc.
- **Project Management:** Manage projects efficiently, consistently meeting deadlines and communicating and adjusting expectations as needed.
- **Spiritual Health:** Maintain spiritual health and pursue spiritual growth by regularly attending a local church and sharing life with a Christian community

## QUALIFICATIONS

- 2+ years of industry experience in marketing or communications
- Advanced proficiency in writing, editing, and oral communication
- Advanced proficiency in project management, creative collaboration, and email marketing
- Intermediate proficiency in multiple disciplines including graphic design, videography, audio and video editing, photography, and web design
- Intermediate proficiency in Adobe Creative Suite
- TeenPact State Class Experience (*Staff or Traveling Intern Experience Preferred*)

Please attach a resume with the following information or fill out each section below. Additionally, please include relevant work or a portfolio with your application.

### CONTACT INFORMATION

*Please provide the most up-to-date information so we can communicate with you regarding your application.*

FULL NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

### EDUCATION

*Please provide applicable education history, including names of schools, degree programs, or courses of study.*

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### SKILLS

*Please list applicable skills or experience that you believe would support your ability to fill this position excellently.*

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### REFERENCES

*Please provide 2-3 references who we can contact for further information and feedback regarding your qualifications, competency, and character as needed. Please include their name, title, relationship, and contact information.*

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### PERSONAL INVESTMENT

*Please attach a document with short essay responses (min. 50 words each) for the following topics.*

- Describe your desire to serve in a ministry capacity with TeenPact.
- Describe your experience with the following: Email Marketing & Communications, Graphic Design, Videography, Photography, Web Design, Audio & Video Editing, and similar work.
- Describe your experience collaborating with a team to execute a project.
- Describe what aspects of this opportunity interest you most.