



ADRN Communications Coordinator Job Description

Job Summary:

The Austin Disaster Relief Network (ADRN) is a Christian nonprofit 501(c)(3) organization, comprised of over 190 Greater Austin churches and thousands of trained volunteers bringing hope into crisis. ADRN's network enables and empowers church members to organize, prepare, mobilize, and respond quickly in the event of a disaster, great or small. The ADRN Marketing and Communications Department is in search of a Communications Coordinator to support the regularly scheduled communications functions of the organization.

Project

This job is a component of ADRN's Prepare Greater Austin Fund project. This project is currently funded through early 2024 and may be extended as necessary if donation funds permit.

Responsibilities:

- Write bi-monthly network email communications;
- Write monthly donor communications;
- Write additional regularly scheduled communications pieces including volunteer recruitment, training promotions, and various campaign communications;
- Assist in the development of new communications pieces including welcome series for various audiences;
- Collect, research, and vet stories from various ADRN audiences including churches, disaster survivors, volunteers, donors, business partners, and shepherds, determining the best channel for presenting each story for maximum impact;
- Write stories as blog posts and long-form LinkedIn articles;
- Write copy for the ADRN website;
- Work with the Marketing Coordinator to convey stories in social media formats;
- Work with the Videographer to produce stories in video formats; and
- Assist the Marketing and Communications Director with other projects including copywriting for brochures, programs, campaigns, and other assets.
- Position is part of the Marketing and Communications team

Qualifications:

- Bachelor's degree in Journalism, Writing, or related field
- Demonstrated ability to effectively communicate a story with conciseness and impact
- Proficiency in Microsoft Office/Google Suite
- Experience with Constant Contact or similar mass email software
- Experience with WordPress

Key Experiences:

- Willingness to accept our Statement of Faith
- Excellent interpersonal skills
- Demonstrated resourceful and innovative problem-solving skills
- 1-2 years experience writing for general audiences preferred

Work Environment

- Work primarily done in-office at ADRN Headquarters

Organizational Expectations of Staff:

- Handle all conflicts through biblical conflict resolution.
- Learn, understand and embrace ADRN/UDRN culture, spiritual history, ADRN vision, and mission statements, and I AM Ready™ and Life-Sustaining Church™ programs.
- Seek God's face, reads His word, and be led by the Holy Spirit.
- Communicate clearly with peers, co-workers, and team members.
- Set the tone on reliability, attendance, high-performance standards, and what it means to be an I AM Ready™ Christian, emotionally, spiritually, and physically to all volunteers.
- Spend minimally one planned, full day per month, away from the office, seeking God's face for direction, guidance, support, and relief for the role. Spend time in the word and prayer with God for spiritual instruction, growth, and rest.
- Attend all of ADRN's emotional, spiritual, and physical training to understand the depth of what ADRN offers churches and volunteers.
- Fulfill a minimum of 40 hours per week.
- Attend Thursday morning All Staff Prayer and All Staff Meetings at HOPE Prayer Center, as well as fulfill other staff expectations.

ETHICAL STANDARDS: ADRN has a reputation for conducting its ministry and activities with integrity and in accordance with the highest ethical and Biblical standards. All employees of ADRN must be committed to the Lord Jesus Christ, in accordance with the Bible and with ADRN's Statement of Faith. The authority for making a determination of these standards for ADRN shall be the Board of Directors working in consultation with the Executive Director, applying their interpretation of the standards set forth in the Bible.

ADRN Mission Statement: To glorify Christ by equipping, empowering, and mobilizing a network of churches to respond to the physical, emotional, and spiritual needs of those affected by a disaster. Luke 10: 25-37, Ephesians 4:12-16

ADRN Vision Statement: An active, empowered network of prepared churches, bringing hope into crisis through the transforming power of Jesus Christ to every life and community we serve. Revelation 19:5-7

Send Resume to:

HR@ADRNTX.ORG