



## Pregnancy Support Network Communications Specialist Position Description

**Position Title:** Communications Specialist  
**Team:** Advertising, Public Relations, and Events  
**Reports to:** Special Projects Director

**Position Summary:** The Communications Specialist plans, implements, and coordinates communications for the Pregnancy Support Network to encourage, maintain and increase ministry awareness and philanthropic support in a way consistent with the mission and goals of the centers, saving babies, transforming lives, and restoring families through the power of Jesus Christ.

The Communications Specialist will manage communications, both print and digital, across all platforms (including websites, social media, email, and other dissemination tools)

### Qualifications:

- Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord
  - Regularly attend Church
- Exhibit strong commitment and dedication to the pro-life position and personal sexual purity
- Agree with and be willing to uphold the Statement of Faith and policies of the organization
- Able to provide spiritual leadership, discipleship, and support to the staff and volunteers
- Bachelor's degree or equivalent
- Previous experience with non-profit communications and/or marketing
- Strong communicator with excellent written, presentation, oral communications and interpersonal skills
- Able to work well in a team environment, handle multiple assignments, meet deadlines, and with minimal supervision
- Experience working in Canva, Photoshop or comparable design program
- Experience working with WordPress or comparable website platforms
- Resourceful, detail-oriented, and able to grasp new concepts quickly
- Creative and strategic thinker and problem solver

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- Part-time position of 25 hours per week, with the ability to grow
- Flexibility, when needed with weekend and evening events
- Valid driver's license and reliable transportation
- Pay range \$20-\$25 per hour, depending on experience

### **Duties and Responsibilities:**

#### **Team Leadership**

- Coordinate with all PSN leadership on design, development, and implementation of print and media
- Manage internal and external consultants for PR, marketing, and events including but not limited to:
  - Website
  - Direct mail
  - Print media
  - Digital media
  - Outdoor media

#### **Day to Day Operations**

- PSN social media accounts: Akron Pregnancy Services, APS Friends, The Pregnancy and Parenting Center, Friends of The Pregnancy and Parenting Center, eva women's clinic, Hope and Healing
- Work with website team to maintain and update websites for the ministry
- Design e-newsletters, mid-month content, and other internal and external communications
- Develop and implement standardized branding guidelines for internal and external communications to ensure consistency across all platforms and materials
- Design print materials for clients, patients, donors, and churches
- Manage Advertisement and Public Relations budget

#### **Other Responsibilities:**

- all other duties as assigned