Communication Specialist for the Health Ministries Association

Hourly Position Description

20 Hours a week ($20.00-$22.50 an hour)

POSITION SUMMARY:
This position reports to the Executive Director of the Health Ministries Association (HMA). He/she supports HMA by assisting the Executive Director, President and Board with the communication and customer service appropriate for the development and implementation of health ministry in faith communities across the country.

QUALIFICATIONS:
• Demonstrated experience in professional communications and office management.
• Excellent organization skills with the ability to juggle multiple priorities
• Communicate with tact and diplomacy
• Maintain strict confidentiality
• Effective oral and creative written communication skills
• Excellent computer skills, including desktop publishing, database management, and full Microsoft Office Suite applications
• Experience working with WordPress and ability to crop and resize images for website
• Strong analytical skills
• Motivated self-starter with the ability to work autonomously in a personal setting.
• Ability to travel regionally or nationally as needed
• Flexible work schedule including evenings and weekend hours
• Able to lift up to 20 lbs.
RESPONSIBILITIES:

Organizational Relationships: (works with Executive Director)

1. Provide management to assure that the Health Ministries Association is professionally respected, and financially secure, following the current HMA strategic plan.
2. Promote a responsible, supportive environment that fulfills the HMA mission, vision, and demonstrates service excellence.
3. Attend designated HMA meetings, and other meetings as required.
4. Notify Executive Director or designee of:
   a. Barriers to completing assigned tasks
   b. Major schedule changes
   c. Provides notice of inability to fulfill contracted hours of service
   d. Delivers status of current projects and priority items on a weekly basis

Financial and Mailing:

1. Check P.O. Box weekly and then sort, prioritize, document, file and designate follow up
2. Maintain inventory and secure products as requested
3. Send out Scopes and Standards and report activity to Executive Director
4. Work with HMA Treasurer to:
   a. Make payments and deposits
   b. Communicate income and bills at least weekly
   c. Track sales tax, every six months, sends report to the Treasurer and Financial Bookkeeper
   d. Transfers Pay Pal funds
   e. Sends monthly financial transaction report to the Treasurer and Financial Bookkeeper
5. Post financial reports to the website
Communication:

1. Work with the Director of Public Relations and Executive Director to:
   a. Create a newsletter, with information received, then distributes
   b. Post HMA information on social media sites such as Facebook and does blog posts as requested
   c. Distribute regular e-blasts from information received
2. Respond to members and potential members’ email
3. Attend and schedule meetings as requested

Website

1. Perform routine posting of BAR, Blogs, Events, Newsletter, Financials, and Leadership Communications
2. Perform routine website maintenance with updates as directed by the Executive Director
3. Update Board areas when changes occur
4. Update conference section along the process
5. Provide passwords for members
6. Maintain calendar

Database

1. Update Directors with new member information monthly
2. Track membership renewals and communicates to Executive Director when a non-renewal occurs
3. Maintain an up-to-date list of members with contact information
4. Maintain all organizational records
**Conferences and Webinars**

1. Provide support for yearly HMA Conference/Events and Monthly Webinars to include:
   1. Registration and payments-keeps log and sends out communication to individuals
   2. Organize practices with speakers
   3. Manage the Zoom sessions
   4. Send out evaluations
   5. Send out certificates of participation
   6. Perform other duties when an in-person conference is held

**Personal:**

1. Responsible for personal, professional, spiritual growth and self-care.
2. Utilize educational opportunities for professional growth.

The duties and responsibilities detailed in this job description, in conjunction with the contractual agreement, may be subject to change should the needs of the persons served and/or the nature of the position change.

My signature indicates that I have read and reviewed the duties required of this position with:

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Signature of IC

Julie Ruchniewicz, RN, BSN
Executive Director