

HEARTBEAT INTERNATIONAL
Job Description

TITLE: Communications Assistant (Part-time, 20 hours per week; Non-exempt)
DEPARTMENT: Communications and Marketing
REPORTS TO: Vice President, Communications and Marketing
LOCATION: Position ideally reports to Columbus, OH office

SUMMARY

The Communications Assistant will support email marketing, content editing, and website content updates. All tasks and responsibilities are performed in alignment with Heartbeat International's mission and vision and reflect its Christian core values.

PRIMARY RESPONSIBILITIES

1. Content Creation: Assist in writing, editing, and designing materials for social media, email campaigns, blogs, newsletters, and other basic digital and print communications.
2. Campaign Support: Collaborate with the team to support the execution of communications campaigns, including events and special projects.
3. Website Updates: Assist in maintaining the organization's website by updating content and ensuring accuracy.
4. Research & Reporting: Conduct basic research to gather insights for strategies and compile reports on campaign performance.
5. Collaboration: Communicate effectively with team members, external partners, and audiences to ensure smooth coordination of projects.
6. Organization & Multitasking: Manage multiple tasks with attention to deadlines and details in a fast-paced environment.

SUPERVISION (Received/Exercised)

Receive periodic supervision through the assignment of projects and setting of project goals/objectives by the supervisor and evaluation of results with periodic updating. Resolve non-routine problems with minimal impact on organization.

QUALIFICATIONS

1. Bachelor's degree in communications, marketing, public relations, or a related field (or equivalent experience).
2. Minimum of two years' experience in an administrative role, preferably working as a part of a communications or marketing team.
3. Experience in the pro-life movement is a plus.
4. Strong written and verbal communication skills.
5. Basic understanding of graphic design principles. Experience with Canva and/or familiarity with Adobe Creative Suite (Illustrator, Photoshop, InDesign) is a plus but not mandatory.
6. A learning mindset and eagerness to develop new skills in marketing and design.
7. Ability to multitask, prioritize, and meet deadlines while maintaining attention to detail.

8. A team player with excellent interpersonal skills and a passion for collaboration.
9. Ability and willingness to demonstrate commitment to HBI's mission, vision, core operational values, and core beliefs in the execution of position responsibilities.
10. A willingness to share the gospel of Jesus Christ by word and example to encourage affiliates, staff, and others and to contribute to an office environment conducive to supporting HBI's Christian ministry of life.
11. A servant's heart with the ability to understand how all support tasks impact HBI's ministry of supporting life.