



Oklahoma Baptist Homes for Children (OBHC) is the largest provider of private, not-for-profit residential childcare in the state, serving over 200 at-risk youth and families at our four campus locations. Additionally, eight Hope Pregnancy Centers (HPC) offer caring, non-judgmental support to those who find themselves in an unplanned pregnancy.

OBHC Mission Statement: Oklahoma Baptist Homes for Children exists to show and share the love of Christ to children and their families.

Statement of Faith: Oklahoma Baptist Homes for Children declares the Bible as the foundation for its faith and practice, and affirms as its confession of faith, the Baptist Faith and Message, as revised and adopted in 2000 by the Southern Baptist Convention.

Communications Project Associate

Job Description Summary: The Communications Project Associate will be responsible for the performance of his or her duties and will be appraised by implementation, consistency, quality and performance of his or her assigned duties.

This non-exempt position is full-time. The employee is expected to work the assigned full-time hours and will receive compensation based on those hours. Oklahoma Baptist Homes for Children offers a competitive salary and, for full-time personnel, a compensation package which includes health insurance, life insurance, retirement and much more.

In accordance with Oklahoma Medical Marijuana and Patient Protection Act, this job is designated as safety-sensitive because of its requirement of '*the operation of a motor vehicle, other vehicle, equipment, machinery or power tools*' and is therefore exempt from the anti-discrimination prohibitions of the Oklahoma Medical Marijuana Act.

Location: Home Office, 3800 N. May Ave, Oklahoma City, OK 73112

Reports to: Director of Communications

Requirements: *“For an overseer, as God’s steward, must be above reproach.” Titus 1:7a, ESV*

1. Profess that Jesus Christ is Lord and that Jesus is the only one true God, acknowledging that there is no salvation from sins apart from Jesus’ death, burial and resurrection (Jn 14:6).
2. Believe the Bible is the holy, inspired and inerrant Word of God (2 Tim. 3:16).
3. Mature, Christian person that is actively involved in a Southern Baptist church or a similar evangelical church, upon approval of the President of OBHC (Heb. 10:25).
4. Believe and follow the 2000 Baptist Faith and Message as summarized in the OBHC Statement of Belief.
5. A firm commitment to the sanctity of human life (Ps. 139:13, 14) and biblical sexual purity in all circumstances (1 Cor. 7).
6. Concern for God’s kingdom (Mt. 6:33), love for those served (Mt. 22:37-39) and a calling to OBHC (Ps. 90:16,17).

Educational Requirements: *“Do you see a man skilled in his work? He will stand in the presence of kings. He will not stand in the presence of unknown men.” Proverbs 22:29, HCSB*

1. Bachelor’s degree in graphic design or related field.
2. A portfolio of completed works showcasing talent and skills is required if interviewed.

We are a religious employer, and we reserve the right to hire based upon religious preference pursuant to Section 702 of Title VII Civil Rights Act 1964.

Job Responsibilities: *“Whatever you do, do it enthusiastically, as something done for the Lord and not for men” Colossians 3:23, HCSB*

- 1. Layout and Graphic Design:** The Communications Project Associate is responsible for assisting in the design of OBHC materials, as assigned by the Associate Director of Communications and/or Director of Communications. An attitude of open and positive communication is essential for this position.
 - A. Design within the boundaries of the OBHC Style Guide.
 - B. As part of efficiency in completing projects, be willing to learn and understand Asana for project management.
 - C. Be highly proficient in Adobe Creative Suite. (InDesign, Illustrator and Photoshop) Candidates will be required to prove proficiency in these software packages.

- D. Be highly skilled on PC.
- E. Work with supervisor to determine workload and deadline management.
- F. Work effectively with OBHC staff to complete assignments in a timely manner.
- G. Practice “clean” file-keeping and organization as per the OBHC file management guidelines.

2. Communicating with Print Shop and Mail House Professionals

- A. Learn and master the print production process.
- B. Packaging all fonts and links properly.
- C. Saving all design projects properly.
- D. Providing a hard copy of each project and possibly a sample stock piece if available.
- E. Managing and organizing all print shop order forms and receipts.
- F. Keeping an accurate record of all print jobs and their status.
- G. Following up on projects that are past due.
- H. Understand coordinating delivery of printed materials.
- I. Update printed materials as requested.

3. Home Office Project Assistance

- A. Assistance in managing Legacy magazine production, direct mail and time-sensitive projects.
- B. Administrative tasks, as needed.
- C. Photo uploading, filing and editing, when needed.
- D. Managing the ordering of and inventory of SWAG items.

4. Responsible for Reporting to Director of Communications with Christ-Like

Submission. *“Everyone must submit to the governing authorities, for there is no authority except from God, and those that exist with instituted by God.” Romans 13:1, HCSB*

- A. The Communications Project Associate is responsible to and under the supervision of the Director of Communications for general duties, activities, and projects.
- B. In the absence of the Director of Communications or designee, the Communications Project Associate is to contact the Executive Vice President concerning general operations, serious incidents and other factors and circumstances that involve the safety and welfare of the staff or clients in OBHC’s care.

5. Demonstrates Christ-like Interpersonal Skills

“Just one thing: Live your life in a manner worthy of the gospel of Christ. Then, whether I come and see you or am absent, I will hear about you that you are standing firm in one spirit, with one mind, working side by side for the faith that comes from the gospel”

Philippians 1:27, HCSB

- A. Models Christ-like behavior in word and deed in relationships with staff, donors, trustees, volunteers, men, women, children and families (1 Tim. 4:12).
- B. Responsible for exercising Christ-like confrontational skills (as they arise) while engaging in interpersonal relationships (Mt. 18:15-17).
- C. Recognize and respond humbly to the differences in learning and communication styles, as well as cultural and philosophical perspectives of residents, families and staff (Gal. 3:28).
- D. Demonstrate biblical conflict resolution skills with residents, staff and family members, beginning with confession of personal responsibility in the conflict being addressed (1 Jn. 1:9).
- E. Actively pursues opportunities for fellowship, friendship and community-building with other staff members, remembering that each staff person is a brother or sister in Christ (Heb. 10:24).
- F. Recognize the emotional needs, family dynamics and other personal difficulties of the other staff members and respond with love and prayer (Jn. 15:12-14).

6. Honor God’s Provision by Keeping OBHC Property Clean and Well Maintained

“Honor the LORD with your possessions” Proverbs 3:9a, HCSB

- A. Demonstrate and teach stewardship and ownership on campus/in the office by keeping allotted office space, office equipment, grounds, facilities, buildings and other resources/areas clean and picked up.
- B. Be proficient and use integrity in the use of computer and other office equipment.

7. Additional Responsibilities

“And whatever you do, in word or in deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through Him.” Colossians 3:17, HCSB

- A. Maintains appropriate attire as dictated by biblical commitment to modesty specific circumstances, activities and office procedures.
- B. Out of respect for the Lord and OBHC, maintain punctuality to office hours as scheduled by assigned supervisor.
- C. Time off for personal needs or requests of any type of leave must be arranged in advance with the immediate supervisor, demonstrating Christ-like respect for authority.

- D. Be available to represent OBHC in public meetings as per administrative request or by permission.
- E. Seeks proper administrative approval on all VISA and charge accounts when purchasing items needed on the campus/in the office.
- F. Make prayerful and wise financial decisions on purchases approved by administration. For example, purchase items on sale, in proper quantity and only necessary items.
- G. Upon receiving OBHC employee VISA statement, compile all receipts, documentation and information to submit within the time designated by supervisor.
- H. Be able to meet all the qualifications and expectations as outlined in *OBHC Policies* section (VI., K, pages 30-31) unless otherwise specified by the qualifications listed in this job description.
- I. Complete appropriate tasks as assigned by supervisor.

Overtime: This position is entitled to overtime (exceeding 40 hours in one work week) pay through the Fair Labor Standards Act. In the event the employee qualifies for overtime, he or she must have overtime hours approved by his or her supervisor before working those hours. Overtime hours will be submitted after the supervisor's approval.