
Helping children. Providing homes. Supporting families. Bringing Hope.

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.

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.

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. The Communications Project Associate is responsible for assisting in the design of OBHC materials, photography and project management as assigned by the Director of Communications. An attitude of open and positive communication is essential for this position.

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.

Reports to: Director of Communications

Location: Home Office, 300 Johnny Bench Drive, Suite 450, Oklahoma City, OK 73104

SPIRITUAL QUALIFICATIONS

1. Profess that Jesus Christ is Lord and that Jesus is only one true God, acknowledging that there is no salvation from sins apart from Jesus' death, burial, and resurrection.
2. Believe the Bible is the only, inspired, and inerrant Word of God.
3. Mature, Christian person that is actively involved in a Southern Baptist Church.
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 and biblical sexual purity in all circumstances.
6. Concern for God's kingdom, love for those served and a calling to OBHC.

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.

QUALIFICATIONS

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

KEY RESPONSIBILITIES

1. **Layout and Graphic Design**

- a. Design within the boundaries of the OBHC Style Guide.
- b. Willing to learn and understand Asana for project management.
- c. Highly proficient in Adobe Creative Suite. (InDesign, Illustrator, Photoshop, etc.) Candidates will be required to prove proficiency in these software packages.
- d. Highly skilled on PC.
- e. Work with supervisor to determine workload and deadline management.
- f. Complete assignments in a timely manner, working with other OBHC staff.
- g. Practice “clean” file-keeping and organization as per the OBHC file management guidelines.

2. **Print Shop and Mail House**

- a. Learn and master the print production process.
- b. Package all fonts and links properly.
- c. Save all design projects properly.
- d. Manage and organize all print shop order forms and receipts.
- e. Keep an accurate record of all print jobs and their status.
- f. Follow up on projects that are past due.
- g. Understand coordinating delivery of printed materials.
- h. Update printed materials as requested.

3. **OBHC Photography Needs**

- a. Help with photography at OBHC events and provide photos for print publications and digital needs.
- b. Photo uploading, filing and editing.
- c. DSLR experience preferred.

4. **Home Office Projects**

- a. Administrative tasks, as needed.
- b. Photo uploading, filing and editing, when needed.
- c. Manage the ordering of SWAG items.

FACILITIES AND PROPERTY MAINTENANCE RESPONSIBILITIES

1. Ensure OBHC facilities are clean, safe, and well-maintained.
2. Follow campus procedures for vehicle use, building care, and maintenance reporting.
3. Report all damage and accidents to your supervisor.
4. Keep allotted office space, office equipment, and other resources clean and well maintained.
5. Use computers and office equipment proficiently and with integrity.

PROFESSIONAL CONDUCT AND RESPONSIBILITIES

1. Become familiar with and adhere to OBHC Policy, OBHC Procedures and OHS Licensing Standards as required.
2. Will attend all staff meetings and trainings.
3. Model Christ-like behavior in all interactions with staff, families, donors, volunteers, and residents.
4. Practice biblical conflict resolution and Christ-like confrontation.
5. Foster fellowship, emotional support, and a team-oriented spirit among staff.
6. Collaborate with OBHC personnel to maintain a consistent, positive environment.
7. Represent OBHC professionally at public events when requested.
8. Maintain modest dress, punctuality, and adherence to assigned hours.
9. Use OBHC resources, including credit cards and office equipment, responsibly and with proper documentation.
10. Complete additional tasks as assigned by the supervisor.