

# The Family Foundation

## Communication Associate

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### Job Description

The Communication Associate for The Family Foundation (TFF) will help conceptualize, develop, and oversee TFF communications and assist with office administration. In all tasks, the Communication Associate is to represent the organization in such a way as to winsomely communicate, educate, and serve its vision and mission with the highest degree of professionalism and skill as an Ambassador of the Lord Jesus Christ.

This position will require 30+ hours per week in our Lexington office. More hours could be required during heavy legislative periods and other key times and fewer hours may be required during other times of the year. Position could be part-time or full-time depending on experience, background, and current needs of TFF.

### Job Responsibilities

- Be committed to TFF's mission and vision.
- Proven ability to work as part of a team.
- Partner with the TFF Policy and Church teams to ensure consistent messaging throughout all organizational communications.
- Help develop and manage TFF communications with the secular and Christian media, including press releases, editorials, letters to the editor, and interview opportunities.
- Tracking TFF in the media and proactively seeking opportunities for key TFF messengers to be out front, driving the conversation in the media.
- Help direct content and work with team members on video and audio projects.
- Help serve as the writer for TFF written communications and help prepare regular email communications.
- Produce and work with TFF team on posting material/comments for TFF social media, including Facebook and Twitter.
- Help maintain and regularly update website content.
- Serve as an editor and writer for TFF's *Kentucky Citizen* publication.
- Help with administrative work in cooperation with administrative assistant.

### Job Skills/Requirements

- Respect the skills and roles of other members of the TFF team.
- Develop messaging and programming in a cooperative process.
- Accept editing of one's own work, and edit the work of others.
- Proficient computer skills, including Microsoft Word and Excel, and graphic design experience (Adobe Creative Cloud and Canva is preferred)
- Familiarity with composition on WordPress is helpful. Ability to be trained to use TFF's CRM extensively.
- Good judgment is essential regarding tone and timing of TFF's communications.
- Professional dress and demeanor are required for public work.
- Help assist the TFF team in planning and executing events.

## Character/Spiritual

- Biblically grounded, Holy Spirit responsive, Christ-centered Christian, currently a member or pursuing membership in a local church.
- Agree with and adhere to TFF's Statement of Faith.
- Demonstrated commitment to TFF's mission and position on core issues.
- Ability to work discreetly with confidential data.
- Trustworthy and responsible.
- A listener with a high level of discernment and wisdom, tactful and diplomatic, building consensus rather than emphasizing differences.
- Maintain a high level of professionalism and Christ-likeness, even with hostile media and/or adversaries.
- Friendly personality.

**Interested parties should email a resume and cover letter to [davidw@kentuckyfamily.org](mailto:davidw@kentuckyfamily.org) with the subject line "Communications Associate."**