



Wings of Refuge

Wings of Refuge – Communications Coordinator

Organization Type: Christ Centered Non-Profit

Regular Schedule: Part time, up to 15 hours

Job Summary: In partnership with the Development Team, lead marketing, social media, website, and creative/digital communications that advance the Wings of Refuge mission and brand. This role requires both creative expertise in print and digital media and strong organizational skills to manage multiple projects with initiative and excellence.

List of Responsibilities:

Marketing & Social Media:

- Champion and consistently share the Wings of Refuge brand across platforms.
- Collaborate with the Social Enterprise Coordinator on marketing plans, online store promotions, and the ONE MORE brand.
- Partner with the Development Team to plan and execute marketing campaigns.
- Oversee the development, production, and distribution of promotional materials.
- Track and analyze marketing performance; recommend adjustments to improve reach and effectiveness

Creative Communications:

- Design and produce visual content that communicates the mission and vision of Wings.
- Coordinate, edit, and publish a monthly newsletter.
- Create and schedule engaging social media content.
- Capture and edit photos and videos of events for community sharing.
- Ensure accuracy and quality through proofreading and fact-checking.
- Manage and update website content.
- Design and develop printed materials (postcards, brochures, flyers, etc.)
- Support product printing and design needs for the Social Enterprise Coordinator.

Organizational Leadership:

- Demonstrate initiative by proactively identifying opportunities to strengthen communications.
- Manage multiple projects with attention to detail and deadlines.
- Exhibit leadership and collaboration skills across teams.
- Maintain compliance with organizational policies and procedures.

Qualifications:

- Bachelor's degree in Graphic Design or related field preferred; equivalent experience considered.
- Minimum 2 years' experience creating materials for both print and digital platforms.
- Proficiency with Wix, Mailchimp, and Adobe Illustrator (beyond Canva-level skills).
- Strong organizational skills with the ability to manage multiple priorities.
- Initiative and creativity in problem-solving and project execution.
- Excellent written and verbal communication skills.
- Ability to work independently and collaboratively in a mission-driven environment.

Faith & Value

- Agreement with the Wings of Refuge **Statement of Faith**.
- Commitment to living out the **Guiding Principles** of the program.
- Active, growing relationship with the Lord.

- Desire to integrate faith, stewardship, and excellence into communications.

Additional Requirements

- Minimum age 21.
- Satisfactory background check and motor vehicle check.
- Two professional, educational, or personal references attesting to capability.
- No history of abuse, neglect, exploitation, or misconduct.
- Willingness to pursue continuing education and training.