**Job Title: Communications and Digital Media Specialist**

**Location:** Newnan, Georgia

**Organization:** Christian Families Today (CFT)

**About Us:** Christian Families Today (CFT) is a nonprofit counseling and training ministry dedicated to educating and encouraging men, women, and children to build biblically healthy lives and families. Our mission is rooted in the gospel of Jesus Christ, and His leading to make disciples.

**Position Overview:** We are seeking a passionate, creative, and dedicated individual to join our team as a Communications and Digital Media Specialist. This full-time position will play a crucial role in advancing CFT’s mission by managing our podcast production, website design and maintenance, and regular communication with our donors. The ideal candidate will be a professing Christian who cares deeply about our mission and is enthusiastic about using their skills to further our impact.

**Key Responsibilities:**

1. **Podcast Production:**
	* Work with our team to plan, produce, and edit regular podcast episodes.
	* Develop show notes, episode summaries, and promotional materials.
	* Manage podcast distribution across various platforms.
	* Monitor and analyze podcast performance metrics.
2. **Website Design and Maintenance:**
	* Design and update the CFT website to ensure a user-friendly experience.
	* Regularly update content, including blogs, event information, and resources.
	* Monitor website performance and troubleshoot any issues.
	* Implement SEO strategies to increase website traffic and engagement.
3. **Donor Communication:**
	* Develop and implement strategies for regular communication with donors.
	* Work with staff to create and distribute engaging content for newsletters, email campaigns, and social media.
	* Assist with planning and executing donor events.
4. **General Media and Communications:**
	* Manage CFT’s social media accounts, working with the team to create regular and engaging posts.
	* Assist in creating promotional materials, including brochures, flyers, and email campaigns.

**Qualifications:**

* **Skills and Experience:**
	+ Proven experience in podcast production and digital media management.
	+ Proficiency in website design and maintenance (experience with platforms like WordPress is a plus).
	+ Strong writing and editing skills.
	+ Familiarity with SEO and digital marketing strategies.
	+ Excellent organizational and project management skills.
	+ Ability to work independently and as part of a team.
* **Technical Skills:**
	+ Proficiency in audio editing software (e.g., Adobe Audition).
	+ Experience with graphic design tools (e.g., Adobe Photoshop, Adobe Illustrator, Canva) is a plus.
	+ Competence in using email marketing platforms (e.g., MailChimp).
* **Personal Qualities:**
	+ A professing Christian who desires to walk in an intimate relationship with God and depend on the Holy Spirit.
	+ Passionate about helping families build biblically healthy lives in and through Jesus Christ.
	+ Creative, innovative, and detail-oriented.
	+ Strong interpersonal skills and the ability to connect with people from diverse backgrounds.
	+ A teachable attitude and willingness to jump in and figure out project complexities.

**Application Process:** Interested candidates are invited to submit the following:

1. A cover letter expressing their interest in the position and how their faith aligns with the mission of CFT.
2. A resume detailing relevant experience and skills.
3. Samples of previous work in podcast production, digital media, or related areas.

Please send your application to beaubrezina@cftministry.org with the subject line "Communications and Digital Media Specialist Application."

**Application Deadline:** Open

Christian Families Today encourages applications from individuals of all backgrounds who share our mission and values. Join us in making a meaningful difference in the lives of individuals and families through exchanged-life discipleship counseling and training. We look forward to hearing from you!