



EVANGELICAL
FRIENDS MISSION
Communications Coordinator

Organization Summary:

The purpose and passion of Evangelical Friends Mission is to fuel a worldwide movement of people who seek first the kingdom of God, planting churches who live and die to carry out the Great Commission in the spirit of the Great Commandment.

The vision of EFM is to see Evangelical Friend of North America fully mobilized to send missionaries who plant groups of churches around the world that are faithful, sustainable, multiplying, and mobilized to send missionaries themselves.

Job Overview:

Location: Remote

Reports to: Director of Advancement

Travel: Bi-annual EFM Board meetings and one staff retreat per year

Hours: 20 hours per week

Job Summary:

The Communications Coordinator supports the mission of Evangelical Friends Mission (EFM) by managing and producing clear, consistent, and mission-aligned communication across digital and print platforms. This role will oversee EFM's communications calendar, send campaigns through our CRM, maintain and update the website, expand social media reach, and assist in advancement and fundraising initiatives. The Communications Coordinator will report to the Director of Advancement, collaborating closely with other staff and missionaries to ensure high-quality, timely, and unified communication efforts.

Responsibilities:

- Support the Director of Advancement in communication and fundraising projects including annual offerings and appeals.
- Coordinate, format, and send organizational and missionary email campaigns through EFM's CRM.
- Manage and maintain EFM's communications calendar.
- Manage the creation and distribution of EFM's monthly prayer letter, coordinating content with staff and missionaries to engage supporters in prayer.
- Oversee and grow EFM's social media presence (content creation, scheduling, engagement).
- Manage and update EFM's website as needed to ensure accuracy and relevance.
- Maintain and assist with all print and digital collateral (including prayer cards, newsletters, brochures, signage, giveaways).

- Coordinate with Yearly Meeting Regions regarding offerings and key updates from EFM.
- Prepare and update regional summer displays and materials.
- Attend weekly staff prayer meeting. (by remote)
- Attend bi-monthly staff meetings. (by remote)
- Participate in biannual board meetings and one annual staff retreat. (in person)
- Performance reviews will be conducted annually by the Director of Advancement.
- Perform other duties as assigned to support the mission and work of EFM.

Skills and Qualifications:

- A growing, maturing relationship with Jesus Christ and alignment with EFM's mission and Statement of Faith.
- Involved in a local church and supportive of the Great Commission.
- Bachelor's degree in communications, marketing, or related field preferred but not required.
- Strong written and verbal communication skills.
- Proficiency in email marketing and CRM platforms.
- Experience with or understanding of nonprofit fundraising and donor communication.
- Graphic design experience (Canva, Adobe Creative Suite, or similar).
- Experience with website content management (WordPress or similar preferred).
- Strong organizational skills and ability to manage multiple projects and timelines.
- Collaborative and self-motivated team player with strong attention to detail.
- Ability to work well in a remote setting and with people from different countries.

Compensation and Benefits

- Compensation: \$25/hour for 20 hours per week
- Schedule: Flexible, remote work environment
- Additional Benefits: Professional development opportunities and spiritual care support

Hiring Timeline

- Start Date: August 1, 2025
- Interested candidates should send a resume to: Kimberly Mer, Director of Advancement (kimberly@friendsmission.com).