



NAZARENE THEOLOGICAL SEMINARY

Outreach and Communications Assistant

Nazarene Theological Seminary, located in south Kansas City, is in need of a part-time Outreach and Communications Assistant. The Outreach and Communications Assistant is responsible to assist in the outreach and communications efforts of the seminary in a friendly, professional, accurate and timely manner.

Primary Job Responsibilities include but are not limited to:

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Required Qualifications

- Experience with Microsoft Office Suite and Google Suite
- Good interpersonal skills and positive, welcoming attitude
- Excellent written and verbal communications skills
- Organizational skills
- Detail oriented
- Ability to solve problems
- Able to work at a fast pace with accuracy

Preferred Qualifications

- Photography, videography, and editing skills a plus
- Experience with online design software and apps (Canva, Over, etc.) a plus
- Experience with social media and communications software (Facebook, Instagram, Twitter, Snapchat, Hootsuite, Mailchimp, etc.) a plus
- Experience with Adobe Creative Suite, especially Photoshop, Premiere, and Acrobat a plus
- Experience with live streaming technology a plus

This is a part-time, non-exempt position with a schedule of 29 hours per week. The core work hours will be on Monday-Thursday, between 8:30am-4:30pm (office is closed on Fridays), with occasional evening and weekend work. Compensation is based on education and experience.

To apply, please submit a cover letter and resume to HR@NTS.EDU. Please also apply via our website: <https://www.nts.edu/human-resources/employment-application/>

The Mission of Nazarene Theological Seminary, a graduate school of theology in the Wesleyan-Holiness tradition, is to prepare women and men to be faithful and effective ministers of the Gospel of Jesus Christ, and to offer itself as a theological resource in service to the Church of the Nazarene, its sponsoring denomination, and the wider Christian Church. NTS is a missional seminary serving a missional church. Learn more at www.nts.edu.