

WORLD EVANGELICAL ALLIANCE

Communications Department

Global Relations Specialist - Job Description

Reports To: Director of Communications

Introduction: The Challenge

The World Evangelical Alliance is seeking an experienced and creative Global Relations Specialist to work in the Communications Department. The WEA engages in establishing Evangelical Alliances around the world and working with international church networks and ministries, encouraging them to become members for beneficial mutual exchange. Connecting and communicating with people of diverse cultures and languages from around the world and telling their stories is a challenging but rewarding key task of this new role.

Job Profile

Reporting to the Director of Communications, the Global Relations Specialist (GRS) will facilitate the process of enabling an Evangelical Alliance or other international evangelical organization in becoming and maintaining membership in the WEA. The annual membership directory will open doors to meaningful relationships with other member Alliances and Affiliate members for the sake of fellowship, collaboration and speaking as a voice on behalf of evangelicals in their country and the world. The goal of transforming the way we communicate from informing to providing meaningful interaction will be the key to success in this role. At the same time, the GRS will collaborate with the Global Institute of Leadership (GIL) leadership in communicating and connecting leaders with resources that will enhance and broaden their ministry impact. The GRS will also work to connect donors who support WEA ministries with stories of encouragement and opportunities for meaningful prayer.

Job duties and responsibilities (membership, alliance networking)

- Connect with Alliances in the areas of membership and member relations.
- Write stories about the unique work of EAs for publication on website, social media, promotional material, etc.



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- Process membership inquiries with appropriate WEA leaders in a professional and timely way.
- Oversee, maintain and prepare an accurate directory of members
- Support WEA networks in their efforts to connect and collaborate with Affiliate members
- Send letters of prayer, support, concern, etc. to NEA's that face crisis or overwhelming needs in their country
- Coordinate with the Executive Manager of Donor-Relations on linking stories with donors' interests and gifts as part of thanking them
- Equip leaders in EAs to tell their stories in effective ways
- Collaborate with the Global Institute for Leadership in providing ways for leaders not engaged in the GIL to interact and share ideas

Job requirements and qualifications

- *Education:* A bachelor or higher degree in Journalism, Public relations or Communications.
- 5+ years of communications and networking experience, ideally within a cross-cultural community.
- Excellent writing/editing and verbal communication skills
- Relationship builder with the flexibility and finesse to connect with people as well as connect people with each other around common interests and needs.
- Skill and proven experience in developing newsletters, gathering stories, teaching others (preferably cross culturally) to communicate stories and movements within their own ministry setting.
- Ability to take factual information and transform it into exciting and useful messages to disseminate it to the right audiences through the best distribution channels is critical.
- Self-starter, able to work independently, and entrepreneurial; enjoys creating and implementing new initiatives

- Cross cultural experience that demonstrates the ability to relate with sensitivity to our global community.
- Demonstrates Christian maturity and able to sign the WEA Statement of Faith.
- Multi-lingual preferred, especially French and/or Spanish.