

**Bright Stars of Bethlehem, NFP
Communications Director
Storyteller and Content Manager**

Bright Stars of Bethlehem partners to grow hope by nurturing creativity that transforms lives and fosters peace and justice! And where does this take place? Across the US and around the world as our vision statement so wonderfully states, Educating generations of creative leaders in Palestine. In other words, HOPE is what we do!

So we see this position of storytelling as one of the lead ways of making it happen! It is a full time position that brings the work of the Bright Stars of Bethlehem to life in multi-media forums through-out the US and in partnership with our friends in Palestine. This virtual position is based in the greater Chicagoland region of the US.

Reporting to the Executive Director of Bright Stars of Bethlehem, the Communications Director is the content manager and storyteller of the people served and supported in Bethlehem, Palestine and beyond through the aforementioned mission and vision. The storyteller is the reporter of all program and participant updates for use in multiple venues: website and social media, print, email newsletters, resource materials both digital and print and a key liaison with volunteers, staff and individual, faith community and organizational donors.

Ideal candidate

Skills

- *Strong storyteller* in variety of mediums including writing and through visual content
- *Manager* of content and exploring the best way to convey the mission and vision for positive response and engagement including donor support

Approach

- *Team player and Self-Starter:* work collaboratively with both Palestinian and American colleagues; but also have the entrepreneurial drive to conceive and implement new projects with minimal supervision. Make everyone around you better at her or his job.
- *Problem solver and strategic thinker:* find ways around the obstacles to get the job done and make us more effective. Shape the big picture and connect all the dots. No problem is too big or too small to start working on.

Culture

- *Strong finisher:* multitask and prioritize well, meet deadlines, take the initiative to fill in the gaps, and follow tasks through to the end.
- *Relentlessly improving:* looking for ways to sharpen your skills, increase your efficiency, respond well to feedback, and learn.
- *Sense of humor:* our work is hard, yet hopeful. Laughing together is essential.
- *Faith:* as part of a faith-based nonprofit, committed to humbly growing in a multi-faith community that works with partners across the theological spectrum for justice, peace and the common good and especially for the people of Bethlehem.

Location and Language

- *Language:* English-based but any Arabic is a plus!
- *Location:* Ideal is to be based in the greater Chicagoland. Some flexibility.

Duties/Responsibilities

Primary foci:

- Writing and Storytelling
 - Lead writer & editor for newsletter, website and all communication mediums
 - Content development for high impact storytelling and donor response
 - Manage design formats & collect files of video and photos to accompany stories

- Direct Mail and on-line donor appeals
 - Develop compelling appeals for six direct mail appeals annually
 - Manage design & production materials from start to mail responses

- Website
 - Content manager of the BSB website
 - Coordinate blogs and linkages with news, social media and event forums

- Social Media
 - Manage Social Media sites including FB, Twitter, youtube and others
 - Coordinate social media platforms and events with key linkages in Bethlehem
 - Provide statistical data for management as required

- Resources
 - Create & produce digital and print resources for variety of consumers
 - Actively engage and responses with US Regional and Area volunteers for event and donor communication support
 - Create Press Releases and relationships with media for high profile events/news updates for national and regional outlets
 - Uphold the BSB brand in all communication forums

Position Requirements:

- BA in communications or related field and experience
- Proven ability for developing concept to completion projects in all mediums
- Knowledge of professional design systems
- An understanding of current affairs in the Middle East and a commitment to the diverse ministries in Bethlehem, Palestine preferred
- Excellent written, and interpersonal communication skills
- Ability to work virtually and independently
- Performs well and pro-active with deadlines, shifting news focus and events

Benefits:

- Health savings allowance
- Retirement contribution plan that is coupled with BSB support
- Virtual work environment

Candidate requirements

- Current Resume and contact information
- Cover Letter to Executive Director, Beth Nelson Chase
beth@brightstarsbethlehem.org
- Screened candidates will be asked to submit writing samples, project oversight and professional artefact that illustrate concept to completion project upon request from the Executive Director

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