Position: Director of Public Relations  (posted January 12, 2016)

Emmanuel College, located in northeast Georgia, invites applications for a full-time Director of Public Relations.

Emmanuel College is a Christ-centered, liberal arts institution which strives to prepare students to become Christ-like disciples who integrate faith, learning, and living for effective careers, scholarship, and service. The applicant should clearly desire to serve in an environment which integrates the Christian faith with student learning. Learn more by clicking the “About Us” page on our website at: www.ec.edu.

Qualifications:

A minimum of Bachelor’s degree in a related field required. A minimum of three years of experience in Public Relations or related field is required. Broad knowledge of higher education marketing and communications. Works ethically and with integrity. Finally, the candidate must demonstrate a lifestyle rooted in Christian faith who identifies with and adheres to the mission of Emmanuel College.

Summary of Duties:

The following is a brief summary of some of the duties that are expected of the Director of Public Relations. A full job description is available upon request. The Director of Public Relations is responsible for planning, development and implementation of all of the College’s public relations activities, both external and internal. Ensures brand identity and key message consistency. Write press releases and serve as liaison to the external press. Responsible for effective and strategic execution of communication and promotion strategies for the College to all constituent groups. Plan and execute ongoing social media campaigns. Build and maintain productive relationships with internal and external audiences and balance needs of diverse campus constituencies. Assist the VP for Advancement in the planning and execution of special events on and off campus. Travel and represent the school as needed at churches, conferences, schools, and events.

Filing an application: Please forward the following directly to the contact person listed below.

- Cover Letter
- Resume, including phone number and email of 3 references—at least one must be a recent supervisor.
- Transcripts: from all graduate schools attended. (Unofficial copies are acceptable for the application phase.)
- Pastoral Letter of Recommendation: Needs to be from a current pastor and to include a verification of current church attendance and/or membership, a description of the applicant’s activity in the local congregation, and an evaluation of the quality of the candidates’ personal commitment to Christ.
- Personal Testimony: An explanation of the applicant’s relationship with God through the Lord Jesus Christ, including a brief account of accepting Christ as personal savior, church membership, and current church involvements.

Applications will not be considered until all requested documents have been received.

Contact
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