

## COUNCIL FOR WORLD MISSION

### Communications Associate

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The Council for World Mission (CWM) is a worldwide partnership of Christian churches. The 32 members are committed to sharing their resources of money, people, skills and insights globally to carry out God's mission locally in their countries.

For more information, visit our website at [www.cwmission.org](http://www.cwmission.org) or follow us on Facebook or Twitter.

#### About this Role:

The Communications Associate for Publications and Design is a Part-time role (3 weekdays a week in office). Reporting to the Mission Secretary for Communications, the successful incumbent is a key member of the Communication. This role is based at the CWM headquarters in Singapore.

#### Key Roles & Responsibilities:

##### RESPONSIBILITIES

1. Manages and co-ordinates the production of CWM's print and electronic publications including:
  - The design and layout for all CWM's print and electronic publications, including the bi-monthly journal, the Annual Report, e-mail news service and other occasional publications.
  - In conjunction with members of the team, identify and plan future publications, including the testing of ideas and concepts.
  - Advising programme teams in relation to their publication proposals, such as costs, formats and timescales, and providing editorial advice.
  - Liaise with and manage vendor (such as external designers and printers\_ relationship to ensure smooth production of designs and prints.)
  - Fulfill design requests - all visual design needs, including various internal and external online and offline visual designs.
  - Design & implementation of high-quality creatives for all media formats and types – social media, print, online ad banners, gifs, infographics, service sheets, brochures and other promotional materials, etc.
  - Create templates (art files, PPT, Word doc) and tools with a keen eye for details and consistent application across touch points.
2. Manages CWM website and social media, including:
  - Creating the design and layout of a website or web pages.
  - Modify, maintain, and design web content
  - Designing graphics and logos
  - Digital retouching and image editing
  - Design and edit social media native short and long-form content, digital graphics, illustrations, still images, collages, stories, etc.
3. Manages CWM's corporate collaterals and gifts, including:
  - Sourcing and selection of corporate gifts
  - Responsible for visual and layout creation for marketing/corporate collaterals
  - Liaison with member churches for creative input

#### Council for World Mission LTD

114 Lavender Street, #12-01 CT Hub 2, Singapore 338729

Tel: +65 6887 3400 Fax: +65 6235 7760 Email: [hr@cwmission.org](mailto:hr@cwmission.org) Website: [www.cwmission.org](http://www.cwmission.org)

Company Registration: 201206146Z

### **Required Skills and Experience:**

- Commitment and personal alignment with CWM's values
- Degree in related discipline or minimum diploma in graphic design
- Minimum of 3 years' experience of working in a Marketing environment, either in a private or not-for-profit sector
- Creative thinker that can translate the strategic plan visually.
- Proficiency in the Adobe Creative Suite programs and HTML.

### **How to Apply:**

Please email your detailed CV with current and expected salaries to [hr@cwmission.org](mailto:hr@cwmission.org)

The closing date for receiving applications for this role is 30 Jun 2023.

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