



Position Description: Communications Officer

About this Youth Executive Council Position

The Communications Officer manages communications with all young volunteers in the Miracle Foundation via the blog and social media platforms, and supports marketing activities. They also help with outreach and forming connections. Innovates ways to attract new volunteers and outreach.

Responsibilities:

- Oversees youth blogger program
- Keeps track of major upcoming Miracle Foundation events and encourages volunteers to participate through social media
- Manages platforms including a youth Instagram account and webpages
- Communicates future and ongoing opportunities, events, etc to youth volunteers
- Proofreads and sends all volunteer-written blogs to Miracle's marketing team
- Recruits peers via social media
- Works closely with club officer to help present Miracle Foundation clubs to present themselves in an online space

Requirements

Youth Executive Council Members must exemplify the following:

- **JOB SPECIFIC:** Knowledge of or interest in managing social media accounts
- **JOB SPECIFIC:** Excellent communication skills; proficiency in writing
- Global perspective, belief in our mission, and a passion for making a difference
- Excellent verbal and written communication skills
- Organized and detail-oriented, with effective time-management skills
- Strong work ethic, the ability to follow through, and a willingness to do what needs to be done, no matter how large or small
- Dependable, self-motivated, and conscientious
- Outgoing and enthusiastic, with a positive attitude
- Must be a current or incoming high school student

About Miracle Foundation

Our vision: A family for every child in our lifetime.

Our mission: To empower vulnerable children to reach their full potential.

Our work: Miracle Foundation is an international nonprofit that helps orphans and foster children find a safe, stable, and permanent family. Whether in an orphanage or in the Foster Care System, our vision is a family for every child in our lifetime.

For the past 23 years, Miracle Foundation has been dedicated to improving the lives of children. In 2022 alone, we supported more than 170,000 children—and this is just the beginning of our vision. Today, we are a world leader in ending the need for orphanages and ensuring children grow up in safe, stable families. To achieve this, we are actively uniting children with families, partnering with frontline workers, preventing children from entering the system whenever possible, and stabilizing placements for children until they find a forever family.

Miracle Foundation has consistently received the highest ratings from Charity Navigator and other watchdog organizations that assess charities' effectiveness and financial transparency. Our goal is to allow a new generation of high school youth to actively lead the campaign in making a better world for vulnerable children.