

## Ministry Role

The Communication Specialist serves 10 - 12 hours per week to help Covenant communicate effectively through various avenues, including the weekly prayer list, e-news, website, social media, podcast, and graphic design projects as assigned.

## Responsibilities

- Put together weekly email prayer list, using information from Google Sheets
- Update the website weekly, using information from the Communication Smart Sheet and server
- Put together weekly e-news, using information from the Communication Smart Sheet
- Plan and execute social media strategy, coordinating with Communication Director
- Edit and post weekly podcast(s)
- Create graphics, flyers, and posters as assigned
- Meet weekly with Communication Team on Tuesday mornings to plan communication efforts

## Expectations / Skills

- Work onsite as needed; may also work remotely as schedule allows
- Ability to use a variety of computer software quickly and efficiently. Software used includes:
  - » Adobe Creative Suite: InDesign, Illustrator, SparkPost, Photoshop
  - » Mail Chimp
  - » Google Sheets
  - » Smart Sheet (spreadsheet)
  - » Breeze (database)
  - » Ministry Designs (website design and management)
  - » SKEDSocial (social media management)
  - » Microsoft 365
- Ability to manage multiple projects, a myriad of details, and daily and weekly deadlines
- Solid interpersonal skills
- Excellent team player

## To apply

Submit a resume and portfolio to Michelle Leichty, Communication Director, [mleichty@covenantpc.org](mailto:mleichty@covenantpc.org)

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## Overview

Covenant Church, a member of the Evangelical Presbyterian Church, is a Christ-centered and biblically-based community. The Church views its mission and calling, to Know Jesus, Grow with His People, and Go to the World, as an expression of the community's constant process of growing up as followers of Christ.

Covenant's expression of faith is in its identity statement: Covenant Church - His people. His kingdom. His glory.

The church community is made up of approximately 800 people, situated near the campus of Purdue University and includes participants with diverse intellectual and ethnic backgrounds. Covenant places ministry emphases on intentional spiritual formation, telling others about Jesus in Greater Lafayette, our country and our world, practical support of at-risk children, and strong relationships among its people.