

## Covenant Presbyterian Job Requisition Form

<b>Job Title:</b>	Engagement Assistant	<b>Location:</b>	Huntsville, AL
<b>Request Start Date:</b>	April 8, 2024	<b>Hours per week:</b>	20-28
<b>Pay Type:</b>	Salary	<b>Rate of Pay:</b>	\$20,000-\$28,000/year

**Mission:** Covenant's mission is to make disciples of Jesus Christ who love God, love each other and serve in the world.

### Position Overview:

The role of the Engagement Assistant (EA) is a part-time role supporting the Director of Engagement (DE) of Covenant Presbyterian Church (COV). The EA will:

- Assist the DE to facilitate relational growth for both online and in-person visitors.
- Actively pursue adult attendees to provide next steps for connection and spiritual growth.
- Work alongside the DE to gather and synthesize engaging, informative, and relevant content; craft communications materials, such as newsletters, memos, announcements, slides, website and intranet updates, and social media posts to connect with visitors, congregants, and leadership.
- Maintain effective strategies and improve components of communication and marketing to add inspiration, motivation, and clarity to church messaging.
- Collaborate with staff to help plan, implement, attend, and/or evaluate engagement events (monthly Explore Class, luncheons, retreats, seasonal and family events, community outreach, concerts, etc.).
- Work with the DE and Hospitality Team to ensure a welcoming and well-stocked area for fellowship on Sundays.

Additionally, the EA is responsible for upholding Biblical priorities and core values of COV. The EA should present a growing personal relationship with Christ and will be called to adhere to and encompass the qualities and characteristics required of COV employees, as defined by the Staff Handbook.

### Work Schedule:

Due to the nature of this position, the EA will need to be present on Sunday mornings. Additionally, the EA will have a set schedule (Monday-Thursday); however, weekly work hours can vary, especially on weeks with special events.

### Desired Qualities and Responsibilities:

- Willingness to learn, retain, and repeat administrative tasks (weekly churchwide emails, etc.)
- Possesses excellent collaboration skills and genuinely enjoys working with others
- Able to efficiently draft content for and send internal and external communications
- Creatively problem solve to remove barriers that keep people from engaging in the Discipleship Pathway
- Explore different modes of communication to engage different preferences and abilities, including those with limited access to technology and/or with unique needs
- Comfortable with public speaking as well as talking to newcomers one-on-one
- Be an integral part of the follow-up process within the Discipleship Pathway (emails, phone calls, texts, etc.)
- Utilize the COV style guide to create engaging and relevant digital content
- Keep website content current through regular updates (weekly sermons, events, photos, etc.)
- Complete duties as assigned to assist the DE with general engagement tasks (errands, announcements, etc.)

### Preferred Experience:

- Excellent written communication skills and ability to adjust writing style (churchwide email vs. social media post)
- Experience with any of the following programs: Microsoft Office Suite, Google Suite, Asana, Canva, MailChimp, Adobe, Breeze, Social Media (Facebook, Instagram, LinkedIn, etc.)
- Intermediate photography and videography skills (capture, editing, etc.)
- Experience updating and maintaining a website is a plus, but not required

### Education Requirements:

- Associate's Degree required, Bachelor's Degree preferred or 2+ years of comparable professional experience
- Salary is negotiable and based upon education and experience

**To Apply:** Upload resumé at [covhsv.org/job-openings](http://covhsv.org/job-openings)