



POSITION DESCRIPTION

Digital Media Communications Specialist (or Intern, if preferred)

This person will communicate the message of LGBTQIA+ inclusion and the ministry of the Covenant Network of Presbyterians through creating and posting content across all digital platforms.

Serving in this capacity an excellent opportunity to gain experience in nonprofit organizations and church advocacy work, including mentoring by experienced executive director as desired, as well as development of portfolio content.

Estimated time commitment: Average of 5 hours/week. The initial offer is for a three-month contract, with intent to extend through at least the end of 2021, hopefully longer.

This is a contract position, with compensation/stipend depending on experience.

Required skills/qualifications

- Unequivocal support for LGBTQIA+ inclusion in church and society
- Strong writer
- Familiarity and expertise with social media platforms (e.g., Facebook and Twitter)

Preferred skills/qualifications (Some combination of these would be helpful, though not all are required)

- Experience with WordPress websites
- Experience with social media management platform(s)
- Involvement in a congregation of the Presbyterian Church (U.S.A.)
- Experience with direct mail systems (e.g., Emma, Mailchimp, Constant Contact)
- Experience and expertise with additional social media platforms (e.g., Instagram)
- Theological education or church experience

Current anticipated responsibilities (subject to change as organizational needs evolve):

1. Posts to social media (Twitter, Facebook): 3-5/week
 - These may involve Covenant Network news and events, broader news regarding LGBTQIA+ inclusion consistent with the CNP mission, or highlights of CNP website content.
 - Possible expansion to other social media platforms
 - Engage with replies to posts and associated contact from followers/friends
2. Website content (blog posts, photos, events, narrative stories): 3-4/month
 - This is an opportunity to create compelling original content, as well as to promote ongoing CNP work.
3. Email newsletter: 1/month
 - Maintains contact with large support base with information about our ongoing work and links to the content produced (above)
4. Analytics of impact of these products: Ongoing

The contract position reports to the executive director and works in collaboration with the office coordinator.

TO APPLY:

- Send a letter of interest, resume, and examples (or links to examples) of work (if available) to Brian Ellison, executive director, at brian@covnetpres.org.
- Please apply as soon as possible, and no later than March 15. Review of applications will begin immediately and continue until the position is filled.
- Questions? Contact brian@covnetpres.org.