



Mission Opportunities Short Term

Impacting the World for Jesus Christ through Short Term Missions

655 Phoenix Drive, Ann Arbor, MI 48108

Position:	Communication Specialist
Supervisor:	Mission Engagement Manager
Employment:	Hourly; 24 hours per week; at will; not exempt from FLSA overtime rules with possibility of moving into full time.
Purpose:	Design and deliver messages effectively to convey MOST Ministries to external audiences through social media, newsletters, website and written communications.

General Responsibilities

- Work closely with Mission Engagement Manager.
- Design and edit team, PR, and development communication materials.
- Layout and produce newsletters and annual report.
- Work with Mission Engagement Manager on developing a new website.
- Update and maintain website.
- Maintain the ministry's social media accounts, regularly posting events, announcements, and PR blurbs.
- Produce as needed, new brochures and graphic design elements.
- Set-up team blog, instruct team members on usage and maintain team blog.
- Utilize a full range of software and database programs for maximum efficiency (i.e. Canva, E-tapestry, Outlook, Excel, Word, etc.).
- Gather ministry stories to use throughout communications.
- Assist with video productions.
- Assist other staff members as needed.

Qualifications and skills

- On site job located in Ann Arbor, MI
- A strong witness to Jesus Christ in word and actions.
- Excellent communication, organizational and office skills.
- Detail Oriented
- Excellent computer skills with proficiency in Microsoft Office programs.
- Active member of an LCMS congregation is preferred.
- Ability to self-manage, meet deadlines, and work efficiently.
- Ability to solve practical problems.
- Willingness to assist and support other ministry areas as needed. Be flexible!
- Work collaboratively in a team setting.
- General understanding of, or experience in, short term missions beneficial.
- Promote positive relationships with MOST Ministries supporters.
- Experience with E-Tapestry database and Adobe preferred but not required.