

## **Communication Coordinator**

Messiah Lutheran Church in Brownsburg is looking to fill the Communication Coordinator position. This position is part-time and the person would need to be available Wednesday through Friday from 9 am – 3 pm. This person is responsible for weekly church bulletins, PowerPoint presentations and email communication as well as publishing a monthly newsletter. This person needs to be detail oriented and be able to work on multiple projects at once. This position needs someone who is proficient in Microsoft Publisher and PowerPoint. Other Microsoft products will be used (Word, Excel & Outlook). In addition, this person will occasionally greet church & community members as well as answer phones and complete other office tasks. We are looking for someone who likes to be a part of a team.

If you are interested in applying for this position, please send your resume to Christie Hoaglin at [christie.hoaglin@messiahelca.com](mailto:christie.hoaglin@messiahelca.com)