

Amazing Grace Lutheran Church

Position Description

Job title: Communications Coordinator

Reports to: Administrator

Position Summary

This part-time position (15 hours/week) provides communication services to the church.

Essential Functions

- Forward the mission of the church. Help communicate the church's mission and outcomes in the community.
- Content creation, editing, and soliciting content from stakeholders for the church's many communication tools.
- Serve as primary point of contact for all church communications including but not limited to: website, social media, blog, and digital road sign, written and digital correspondence, print materials and community bulletin board.
- Monitor social media and post new content in alignment with the mission of the church.
- Share church events with local news media.
- Responsible for developing church branding and appropriate use of logo.
- Schedule and generate eye-catching messages for the outdoor electronic road sign.
- Develop and maintain church website content and navigation. Trouble-shoot and problem-solve to ensure website is operational.
- Take photos at church events. Obtain image use consent from people who are pictured.
- Edit church publications, such as newsletter, worship bulletin, co-worker messaging, and more.
- Create and manage a communications plan that is consistent with the mission of the church. Work with church ministry teams to develop communications and program materials to reflect a cohesive voice and style.
- Compile announcements to be included in weekly worship bulletin, and then send to Administrator for inclusion in bulletins.
- Create slides for electronic monitor in Narthex that highlight key announcements or events. Ensure that flash drive for monitor is plugged in prior to worship services, special services or events, and Wednesday evening programming.
- Ensure that all communications and fliers located on the welcome desk and in other areas of the church are up to date, approved and accurate.
- Send a weekly email update to congregation members to highlight a few selected announcements.
- Serve as a back up to Administrator on the creation and editing of bulletins.
- Create and publish a monthly newsletter. Solicit articles, compile, edit, and distribute.
- Create and publish the annual report. Solicit reports, compile, edit, print and distribute.

- Ensure that opportunities for member and community engagement are clearly communicated on the website, newsletter and bulletin announcements.
- Recruit, train, and supervise volunteers as to an effective and appropriate use of visual media during worship (i.e., slides, video, etc.). Ensure that volunteers capture an audio recording all sermons.
- Post audio recordings of weekly sermons on website in a timely manner.

Physical Demands

While performing the duties of this position, the employee is regularly required to talk, hear, and see. Arms, hands, and fingers are needed to reach and operate a computer keyboard and touch-tone telephone (or with reasonable accommodations). Employee may need to lift materials up to 25 pounds on an infrequent basis. Standing/carrying may be required when involved in program presentation or setup.

Qualifications

- Knowledgeable in general office equipment including computer, printer, calculator, telephone.
- Must be skilled in image manipulation and design software for the purposes of creating posters and promotional images
- Familiarity with web-design tools is essential (examples include Squarespace, Wordpress, or Weebly)
- Must be skilled in Microsoft Office and similar programs (e.g., Microsoft Word, PowerPoint, Publisher, basic Excel) and the ability to comprehend other software applications.
- Ability to type 50 words per minute.
- Thorough knowledge of business English and its usages. Attention to detail is required.
- Experience in basic office procedures.
- Ability to manage multiple projects simultaneously and under time pressures; ability to prioritize projects; strong communication skills, both oral and written.
- Able to work effectively in a team environment that regularly includes volunteers.
- Awareness and knowledge of the church and its organizational expressions.