

CHARITY LUTHERAN CHURCH JOB DESCRIPTION

Job Title: Communications Coordinator
Reports To: Executive Director of Ministries
FLSA Status: Part-time non-exempt, approximately 25-30 hours per week
Date: July 1, 2020

“Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age.” Matthew 28:19-20

SUMMARY

Facilitate the provision of spiritual leadership to disciples of Charity Lutheran Church (Acts 20:28) through the coordination of effective communications of Charity ministries to the congregation and local community, and the coordination of communications of Charity’s mission and vision for pastoral and other staff and Vision Council. Support Charity’s calling as a Lutheran congregation, affiliated with Lutheran Congregations in Mission for Christ, free in Christ, accountable to one another, and rooted in Scriptures and the Lutheran Confessions. Accept Jesus Christ as personal Lord and Savior and the Bible as the divine, inerrant, and inspired Word of God.

Hours are flexible, but the position requires being based out of an office at the church.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plan, design, write, edit, and coordinate distribution of designated church publications, including, but not limited to, monthly newsletter, weekly e-news, online updates, Annual Report, special service programs, posters, bulletins or information inserts as requested, coordinating with staff and other ministry leaders as necessary to ensure unity and consistency in communications
- Work with staff and ministry leaders to maintain website and other digital communications, including design, data collection, and content
- Coordinate communications with the church secretary, as necessary, to ensure consistent communications of weekly bulletin and monthly newsletter content
- Work with staff in the areas of videography, video editing, event photos
- Maintain online congregational directory and library of church photography
- Assist with the distribution of news and ads for local news media
- Attend weekly staff meetings
- Perform other duties as assigned by supervisor; additional responsibilities must be approved of by supervisor

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATIONS

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Strong Biblical foundation and respect for Lutheran tradition
- Ability to work as a team player and work cooperatively with ministry leaders, staff, and volunteers
- Excellent organizational and time management skills

- Demonstrated written and verbal communications skills
- Proficient in the usage of computers and desktop publishing and related programs, including but not limited to Microsoft Office, Adobe In-Design/Creative Cloud, and ProPresenter for announcement/sermon slides
- Excellent communication and problem-solving skills
- Maintain positive behavior that encourages growth and teamwork
- Ability to exercise a high degree of professionalism, including maintaining confidentiality
- Ability to work evenings and weekends, flexible work schedule dependent on the needs of Charity

EDUCATION and/or EXPERIENCE

2-4 year college degree, preferably in communications, or equivalency of 5 years of work experience in communications

CERTIFICATES, LICENSES, REGISTRATIONS

Must have valid driver's license and current auto insurance coverage.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and reach with hands and arms. This job requires looking into a computer screen and reading both electronic and printed copy for extended lengths of time. The employee is regularly required to talk and hear. Must be able to lift 25 pounds unassisted.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually low to moderate.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of employees.

Employee signature

Date

Supervisor signature

Date