

<b>Job Title</b>	<b>Communications Specialist</b>		<b>Location: Peace Lutheran Church</b>
<b>Description</b>	<p>The Church Communications Specialist is responsible for the timely and accurate preparation and distribution of all electronic, published and telephone communication necessary to insure the effective messaging for the congregation.</p> <p style="text-align: right;"><b>Reports to: Lead Pastor</b></p>		
<b>Principle Responsibilities</b>	<p>This person will coordinate and produce: publications, the website, electronic communications, serve as marketing consultant for ministry-specific communications projects, coordinate external media relations and advertising and maintain office supplies. Oversees and provides work direction to office volunteers.</p> <p>The primary responsibilities include, but are not limited to:</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p><b>External Communications</b></p> <ul style="list-style-type: none"> <li>• Using MS Office Suite, assembles information, creates layout, proofs for accuracy and prints the weekly church service bulletin(s) by required deadline</li> <li>• Creates weekly electronic communication of bulletin</li> <li>• Updates and insures accuracy of the church/website calendar and Gathering Space monitor</li> <li>• Manages and creates content for church social media channels i.e. Facebook, Twitter, Constant Contact</li> <li>• Manage weather related information</li> <li>• Partners with Communications committee—night meeting/month</li> <li>• Creates, publishes and distributes the monthly Church Newsletter</li> <li>• Website management: Word Press</li> <li>• Complete other marketing projects to include: posters/flyers, special memos, press releases etc.</li> <li>• Serves as receptionist for church office providing a welcome and helpful environment for visitors, answers phones, takes messages and/or refers callers</li> <li>• Completes and distributes regular and bulk mailing</li> </ul> </div> <div style="width: 48%;"> <p><b>Internal Communications</b></p> <ul style="list-style-type: none"> <li>• Work with staff and committees to coordinate the monthly council meeting packets</li> <li>• Facilitate communication with Council, Staff and Committees</li> <li>• Welcome and help visitors, answers phones</li> <li>• Prepare Annual Report to the Minneapolis Area Synod</li> <li>• Prepare yearly annual report to the congregation</li> <li>• Create minutes for staff meetings</li> <li>• Help train staff on new computer/technology/software</li> <li>• Utilize database system-ICON</li> </ul> <p><b>Office/Property Management</b></p> <ul style="list-style-type: none"> <li>• Handles routine questions about policies</li> <li>• Organizes office volunteers</li> </ul> <p><b>Staff Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Adheres to staff covenant</li> <li>• Attends staff meetings</li> <li>• Seeks out and completes pertinent continuing education</li> </ul> </div> </div> <p style="text-align: right;">• Other duties as assigned</p>		
<b>Qualifications</b>	<div style="display: flex;"> <div style="width: 50%;"> <ul style="list-style-type: none"> <li>• Advanced computer skills using MS Office Suite and internet/social media tools</li> <li>• Excellent interpersonal communication skills (verbal and written).</li> <li>• Experience with graphic design</li> <li>• Basic knowledge of how a church office functions</li> <li>• Ability to maintain confidentiality and relate to a variety of people</li> <li>• Degree preferred in Communications or 2+ years of equivalent work experience with similar responsibilities.</li> </ul> </div> <div style="width: 50%;"> <ul style="list-style-type: none"> <li>• Exhibit professionalism and conscientious a work ethic</li> <li>• Demonstrated ability to work at a fast pace within a variety of settings and circumstances, with composure and flexibility</li> <li>• Attention to details with a focus on quality products</li> <li>• Self-starter, good at prioritizing projects and a willingness to seek new information, training, and resources as needed</li> </ul> </div> </div>		
<b>Position Type</b>	Part-time (30 hours/week), FLSA Non-Exempt, with benefits		

