

	Church Communications Specialist	
Description	<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;">Reports to: Lead Pastor</p>	
Principle Responsibilities	<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>External Communications</p> <ul style="list-style-type: none"> • Using MS Office Suite, assembles information, creates layout, proofs for accuracy and prints the weekly church service bulletin(s) by required deadline • Creates weekly electronic communication of bulletin • Updates and insures accuracy of the church/website calendar and Gathering Space monitor • Manages and creates content for church social media channels i.e. Facebook, Twitter, Constant Contact • Manage phone system • Manage weather related information • Partners with Communications committee—night meeting/month • Creates, publishes and distributes the monthly Church Newsletter • Website management: Word Press • Complete other marketing projects to include: posters/flyers, special memos, press releases etc. • Serves as receptionist for church office providing a welcome and helpful environment for visitors, answers phones, takes messages and/or refers callers • Completes and distributes regular and bulk mailing </div> <div style="width: 48%;"> <p>Internal Communications</p> <ul style="list-style-type: none"> • Work with staff and committees to coordinate the monthly council meeting packets • Facilitate communication with Council, Staff and Committees • Prepare Annual Report to the Minneapolis Area Synod • Prepare yearly annual report to the congregation • Create minutes for staff meetings • Help train staff on new computer/technology/software • Screen and distribute incoming mail • Manages database system-ICON <p>Office/Property Management</p> <ul style="list-style-type: none"> • Handles routine questions about policies • Organizes office volunteers • Coordinates the assignment of rooms • Order and maintain office supplies <p>Staff Responsibilities</p> <ul style="list-style-type: none"> • Adheres to staff covenant • Attends staff meetings • Seeks out and completes pertinent continuing education </div> </div>	
Qualifications	<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <ul style="list-style-type: none"> • Excellent computer skills in using MS Office Suite, e.g. Word, PowerPoint, Publisher and internet/social media. • Good interpersonal communication skills (verbal and written). • Experience with graphic design. • Basic knowledge of how the church operates and ability to grasp quickly how the church office functions. • Ability to maintain confidentiality in all matters. • Ability to relate to a variety of persons. • Degree preferred in Communications or 2+ years of equivalent work experience with similar responsibilities. </div> <div style="width: 48%;"> <ul style="list-style-type: none"> • Exhibit professionalism, demonstrated by, conscientious work ethic, teaching ability and accountability. • Demonstrated ability to work at a fast pace within a variety of settings and circumstances, with composure and flexibility. • Attention to details with a focus on production of quality products. • Self-starter, good at multi-tasking and prioritizing projects and a willingness to seek new information, training, and resources as needed. </div> </div>	
Salary & Benefits	32 hours/week, plus benefits.	

