

Saint Andrew Lutheran Church Position Description

Job Title: **Communication Coordinator**

Accountable To: **Lead Pastor**

Position Status: **Full-time (non-exempt) – Weekly average of 40 hours**

Summary of Position:

The role of the Communication Coordinator is to use written words and various multimedia formats to express ideas and tell a story. In collaboration with the pastors, staff, and lay leadership of the congregation, create content that can be viewed on screen, listened to, or read that will advance the mission of Saint Andrew Lutheran Church.

Key Responsibilities:

- Communications Coordination
 - Establish, maintain and execute a comprehensive communication strategy including online, paper, and video channels in conversation with Pastors and staff.
 - Stay up to date on industry trends; annually review communication strategy for effectiveness and make changes as necessary.
 - In conjunction with the Administrative Secretary, maintain member contact information for the purpose of content distribution.
 - Manage and assist in maintaining the Saint Andrew Lutheran Church website and social media platforms.
 - Manage, recruit, and train volunteers for the livestreaming team.
- Content Development
 - Develop, design, and publish the *Network* newsletter.
 - Develop written and visual/multimedia content for all communication channels, including e-mail, video content, website, narthex TV/virtual announcements, Facebook, Twitter, Instagram, text, constant contact, onsite displays, and other social media platforms.
 - Develop and incorporate new communication tools and creative dissemination strategies.
 - Ensure consistent messaging and branding across all media.
- Missional Support
 - Be a participating member of the staff including attending staff meetings and recruiting volunteers to help.
 - Serve as the staff liaison to the Communications Ministry team.
 - Provide feedback on ways to better expand upon the mission of the congregation.
 - Participate in occasional services as requested by the pastoral leadership.

Qualifications:

- Organized self-starter with a spiritual maturity and solid grounding in the Lutheran understanding of the Gospel.
- Proven working experience in social media marketing.
- Proficient knowledge with web design, web development, publishing, graphic design and Adobe Premiere.
- Demonstrate ability to work independently; demonstrate ability to work with and encourage others.
- Demonstrate strong communication and organizational skills.