



New Journey Lutheran Church

Job Title	Communication Coordinator
Reports to:	Pastor
Position Type:	Part-time; Non-exempt
Start date:	December 1, 2021

Job Purpose:

The Communication Coordinator works to develop and produce all aspects of the church's print and online communications and marketing

Duties:

- Develop and distribute the monthly electronic newsletter
- Update and maintain New Journey Lutheran's website
- Update and maintain New Journey Lutheran's Facebook page
- Support online streaming process for Sunday morning worship and other events
- Post the weekly worship to New Journey Lutheran's YouTube channel, Church.Online and Facebook
- Support special church events by creating flyers, brochures, posters
- Design advertising and outreach material
- Prepare and produce the Annual Report
- Prepare and produce the Stewardship mailing
- Design and produce the annual membership directory
- Maintain the congregation's contact information
- Provide technical support to Pastor and church volunteers

Requirements:

- Work 15 hours per week (remotely)
- Outstanding verbal, written, and editorial skills
- Proficiency with Microsoft Office and WordPress
- Ability to use image manipulation programs (Photoshop, Gimp, Picasa)
- Skill in website design and social media platforms
- Ability to organize, prioritize, work independently as well as working with others
- Maintain strict confidentiality
- Must be detail-oriented and organized
- Communicate as team member with Pastor and members as necessary to ensure quality and consistent messaging
- Experience and/or equivalent education in communication or marketing
- Has a positive attitude, willing to work as a team member, and open to new ideas

This job description in no way states or implies that these are the only duties to be performed by the employee. The employee will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.