

## **Communications Coordinator Ascension Lutheran Church**

Status: Full time (30 to 40 hours)

FLSA: Nonexempt Hourly salary following SD ELCA Synod Guidelines and commensurate with experience and education.

### **Responsibilities:**

The Communications Coordinator delivers accurate and timely verbal and written communication with members of the congregation; has knowledge of community resources, marketing strategies, and possesses a creative and analytical skill set; and fosters a welcoming environment at Ascension.

### **Communications Coordinator Duties:**

- Creates a culture of hospitality for Ascension as receptionist at the front desk during office hours
- Coordinates with pastors, staff and congregational leaders to ensure that all information is communicated accurately and in a timely manner to Ascension members
- Collaboratively creates and produces the church bulletin, brochures, posters, and other materials to effectively and energetically communicate the vision and mission of Ascension
- Keeps Ascension's website current by updating the information on a timely basis.
- Responsible for social media platforms including, but not limited to Facebook and Twitter
- Produces weekly and monthly publications to communicate announcements and schedules
- Updates the New Member Handbook
- Compiles the Annual Report
- Schedules worship volunteers for each month
- Serves as point of contact for communication with the media, e.g., advertising

### **Other Duties:**

- Assists staff and boards with mailings and announcements as needed
- Coordinates advertising
- Attends weekly staff meetings and monthly board nights to ensure proper communication with staff members and pastors
- Provides administrative support for staff and boards
- Oversees the coordination of the use of the church facility: schedules meetings and room set up; distributes keys to volunteers who do weekly lock-up responsibilities; and oversees monthly calendars of events
- Extends hospitality by maintaining the kiosk, kitchenette area of the gathering area, and coffee making, as well as stocking general church supplies
- Other duties as assigned

**Qualifications/Skills:**

- Education: Associate Degree or equivalent experience
- Possesses strong writing and editing skills
- Possesses strong organizational skills and is detail oriented
- Exhibits excellent interpersonal skills
- Experienced with publishing programs like Adobe and Microsoft Publisher
- Exhibits proficiency in Microsoft Office Suite including Word, Power Point, Outlook, and Excel
- Possesses solid problem-solving skills
- Background check required

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