



## **Job Title: Communications Manager and Events Coordinator**

### **Reports To: Director of Finance and Administration**

### **Status: Full Time**

### **Summary of Responsibilities**

The Communications Manager and Events Coordinator is responsible for helping to “Tell the Story of the Nebraska Synod” through planning, organizing and directing communications of the Synod fulfilling the Synod’s mission of connecting, supporting and resourcing the Synod’s congregations and ministries, and broadening the Synod’s visibility beyond its current membership.

### **Position Responsibilities**

1. Identification, generation and coordination of resources for communicating the mission and ministries of the Nebraska Synod to individuals, congregations and organizations.
2. Leadership in strategic visioning and continuing development of effective communications strategies for Nebraska Synod and its ministries
3. Presenting to congregations and groups within the Nebraska Synod as needed
4. Coordinating efforts for promoting events and efforts of the Synod including creating registrations and acting as registrar
5. Responsibility for sustaining communications infrastructure (technology, licensing, contracts, budget, etc.)
6. Working closely and cooperatively with staff members and lay leaders in communications efforts
7. Overseeing content for regular electronic and print communications products, such as e-newsletters, brochures, mailers, magazines, etc., curating or generating content as necessary.
8. Attending Nebraska Synod Staff meetings
9. Relating to boards, committees or teams of the Nebraska Synod, as necessary
10. Fulfilling other duties as assigned by the Director of Finance and Administration

### **Expectations and Requirements**

1. Faith in Jesus Christ
2. Familiarity with the Evangelical Lutheran Church in America (ELCA) and Lutheranism in general
3. Maintain the confidentiality of sensitive information
4. Thorough knowledge of Nebraska Synod policies and procedures
5. Preference will be given to applicants who actively participate in the life of the Nebraska Synod

## **Skills Necessary**

1. Effective spoken, print and electronic communication skills
2. Strong interpersonal skills
3. Effective organizational and administrative skills
4. Personal initiative and ability to function responsibly with minimal supervision
5. Thorough and current knowledge of communications media
6. Effective presentation skills
7. Reliability, dependability, tact, honesty and good judgment
8. Ability to maintain a budget
9. Strong working knowledge of Microsoft Office, Adobe and other appropriate communications software
10. Strong social media skills
11. Familiarity with Apple technology
12. Willingness to provide simple support for technology questions (true IT matters are contracted with outside provider)
13. Passion and enthusiasm for the work of the Nebraska Synod
14. Ability to meet deadlines
15. Commitment to continuing education and skill development
16. Comfortable with occasional overnight travel
17. Valid driver's license and good driving record.

## **Education/Training and Work Experience**

1. Three years of proven success and related experience in communications, or specialized education in the field.
2. Bachelor's degree
3. Familiarity with culture of congregations and denominations preferred, particularly ELCA and/or Nebraska Synod
4. Comfort with public speaking a plus