

COMMUNICATIONS COORDINATOR

SAINT MICHAEL LUTHERAN CHURCH
13232 BLONDO ST., OMAHA NE 68164

Time Allotment: 20-30 hours per week in a hybrid work environment.

Guiding principle: Create and implement a communications strategy that connects SMLC ministry values with congregational members, staff and the community at large.

Technical proficiencies: Communications and graphic design experience; Wordpress, Google Suite, social media platforms, video/photo editing, familiarity with the ELCA or willingness to learn.

Inter-person skills: Collaboration, approachability, initiative, innovation, dependability and follow-thru.

Responsibilities:

- Administrate the church's website, Google Suite and social media platforms; including scheduling posts, curating media, managing passwords, tracking subscriptions, updating content, responding to inquiries, and tracking metrics/trends.
- Attend weekly staff meetings.
- Implement a consistent design standard that incorporates the purpose and character of SMLC. Explore new methods to enhance awareness of SMLC ministries and groups.
- Collaborate with staff to create e-communications, newsletters or other means of communication.
- Organize and format the congregational annual report.
- Assist staff and lay leaders with content creation for ministry events including posters, video clips, interviews, press releases, podcasts, mailers etc.
- Create and edit graphic design elements for digital signage, advertising and worship as needed.
- Initiate the gathering of information for ministry events and curate a system to consistently share details among staff and across communications platforms.
- Provide input and support for the live-streaming team.
- Other duties as assigned.

Provisions:

1. Employment is At Will with 2 weeks notification to end employment by either party.
2. Compensation commensurate with experience.
3. Annual review of responsibilities and compensation.
4. Access to Portico benefits with retirement contributions of 6% of estimated annual wages and 80% of health insurance premium for the individual provided by SMLC.
5. Flexible work times as appropriate.
6. Compliance with Saint Michael Lutheran Church policies as applicable.