



Grace Lutheran Church

1300 Kishwaukee Valley Road
Woodstock, IL 60098

www.gracewoodstock.org

(815)338-0554

Job Title: Communications Coordinator

Accountable To: Lead Pastor

Position Status: **Part-time** - The Communications Coordinator is a part-time, salaried position that requires availability for flexible hours including evenings, weekends, and some holidays. The weekly hours required are dependent on what is necessary to fulfill the responsibilities of the position and will vary throughout the year. The expectation is approximately 6 hours per week on average.

Summary of Position:

The role of Communications Coordinator will be to collaborate with the pastor and staff to nurture the growth and development of a comprehensive communications program for Grace Lutheran Church. This position will include the use of a variety of coordinated communication resources to strengthen and share the life of our faith community.

Goal:

The goal of this ministry is to support communication within our faith community and to the community at large.

Essential Duties and Responsibilities include the following. Other responsibilities may be assigned.

- Weekly emails
 - Write and distribute the weekly update via email to those on our subscriber list.
- Monthly Newsletter
 - Solicit and compile items for the newsletter.
 - Design the newsletter.
- Social Media
 - Maintain and update Grace's presence using our social media accounts.
- Website
 - Maintain and update Grace's website as necessary.
- Seasonal Advertising/ Press Releases
 - Work with local media outlets to create seasonal advertising.
 - Develop press releases for local media outlets of happenings at Grace.
- Self-Development & Missional Support
 - Attend and participate in monthly ministry staff meetings.
 - Provide feedback on ways to better expand upon the mission of the congregation.

Qualifications:

- Experience or education in graphic design.
- Photography skills
- Visual communication skills.
- Strong leadership skills to foster a climate of invitation, outreach, welcome, openness, and acceptance.
- Professional work ethic and positive attitude, including maintaining confidentiality.
- Ability to communicate clearly both verbally and in writing.
- Strong organizational skills to handle multi-tasking and coordinating activities.
- Relational skills with children, parents, and people of all ages and backgrounds.
- Proficient in technology applications – publisher is preferred.

Education and/or Experience:

Education or experience in graphic design or communication.

Additional Initial Hire Requirements:

- Pass a background check.

If interested:

Please submit a cover letter and resume to jobs@gracewoodstock.org to apply. If selected for an interview, we will request references.