

POSITION DESCRIPTIONPosition Title: **Director of Communications and Events** (Salary)

DATE: March 2023

REPORTING RELATIONSHIPS

Position Reports to: Co-Lead Pastors and Personnel Team

POSITION PURPOSE

The Director of Communications and Events will play a role in preparing the facility and coordinating events for worship, education, and fellowship at First Lutheran Church, in addition to communicating about the ministry, activities, success stories, and more through social media and various communications platforms.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES*Communications*

- Write, assemble, and send out weekly congregational email newsletter using Constant Contact
- Write, layout, and send "The Messenger" monthly newsletter using InDesign and Constant Contact
- Write, design, and create weekly announcements and worship slides using PowerPoint
- Prepare bulletins, Pastors' notebooks, and other print pieces for worship
- Oversee regular updating of the website (WordPress) and social media
- Send communication on behalf of the Pastors and Leadership Team as needed
- Write annual reports for the ELCA and annual meeting
- Oversee and prepare reports for music copyrights

Event Planning and Facility Preparation

- Support other staff, worship leaders, and ministry teams in promoting, organizing and executing worship, education, and fellowship events associated with First Lutheran Church.
- Walk the facility regularly and assess all areas to ensure that facilities owned by First Lutheran Church are available and prepared for their intended or committed use.
- Responsible for room set-up by reviewing the daily calendar and ensuring that all spaces are ready for the groups that use them. This includes setting the heating and air conditioning program anticipating the week's usage of the facilities and/or making changes mid-week for unanticipated events (such as a funeral).
- Act as primary contact, in partnership with the Property & Management Team, between any independent contractors hired to maintain, repair, or improve facilities owned or managed by FLC.
- Responsible for the fixing and maintaining of any items associated with church property within capabilities. This could be done through volunteers and/or professional vendors. Must keep Property & Management Team well informed and consult with them throughout each facility repair job or project.
- Responsible for budgetary and spending decisions for maintenance needs, in collaboration with Property Management.

OTHER RESPONSIBILITIES

- Work as part of a staff team to support the overall ministry of the congregation
- Participate in staff meetings and monthly Property & Management meetings
- Back-up Administrative Assistant with greeting duties, answering phones, and facilitating assistance requests when required.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- Contractors when on-site
- Hourly labor (like repair person) as needed
- Volunteers

QUALIFICATIONS / REQUIREMENTS

Education / Experience

- Prior experience in communications, social media, and web management (WordPress) preferred

Knowledge / Skills

- Experience with Adobe Creative Suite or similar creative programs preferred
- Strong written communication skills and attention to detail a must. This includes, but is not limited to social media, letter writing, email writing, MS Office, business writing, etc.
- Ability to work independently, use reasonable sound judgement, and stay productive.
- Communicate effectively with a variety of staff, congregants, and volunteers with a customer service mentality.
- Detail oriented with understanding of event set-up needs, including furniture arrangement, technology needs, food and beverage requests, etc.
- Display creative problem-solving skills.

Language Requirements

- Fluent with the English language both in its written and oral forms.

Mathematical Requirements

- Abilities to add, subtract, multiply and divide.

Reasoning Ability

Physical Demands

- Regularly required to see, hear, stand, walk, climb, balance, kneel, and stoop.
- Ability to lift up to 30 pounds.

Attendance

- Regular and predictable attendance is an essential requirement. Being physically present in the building from 8am-4pm with some flexibility. Some nights and weekends as required.