Position Description

*Title:* Communications Manager (Part-time,10-12 per week)

*Purpose:* Responsible for planning, producing, and evaluating internal and external communications supporting the ministries of Good Shepherd Lutheran Church (GSLC)

*Supervisor:* Pastor

*Duties and Responsibilities:*

* Create, in concert with pastor and lay leaders, a communications strategy for GSLC and periodically evaluate its effectiveness in guiding and directing church communications.
* Collaborate with staff and lay leaders to implement the communications strategy as well as manage the weekly flow of information to the GSLC community.
* Coordinate with staff, lay leaders, and volunteers to actively generate content. Write and edit communications copy as necessary. Seek feedback from congregation and respond to concerns or suggestions.
* Design electronic, print and promotional publications, including newsletters, brochures, postcards, flyers and announcements. Coordinate production of these materials.
* Oversee and maintain GSLC website so it is accurate, up-to-date, easy to navigate, and attractive.
* Maintain church’s electronic messaging (Constant Contact) and social networking (Facebook, Instagram, Twitter) efforts.
* Act as quality control check for publications and media-related efforts by staff, lay leaders and volunteers.
* Participate in formation of annual budget for area(s) of responsibility.
* Other tasks as assigned.

*Qualifications:*

* Bachelor's Degree preferred, with 2-3 years’ experience in communications, media relations or related field desired.
* Demonstrated proficiency in writing, oral communications, media applications, office software applications, including Microsoft Office Suite (including Publisher) and Constant Contact.
* Ability to set and meet deadlines and to work collaboratively with volunteers and staff.
* An appreciation of the church’s mission initiatives and the ability to shape messages and promote these inside and outside the congregation.
* Knowledge of computer and information systems, hardware, social media platforms, and web-based services.
* Familiarity with Christianity and with Lutheran theology, missional and worship principles. ***Discretion and maintaining confidentiality is essential.***
* Ability to pass required background records check.