

**Communications Coordinator**  
**Grace Lutheran Church and School**  
**Position Description**

(April 2022)

**Position Title:** Communications Coordinator  
**Reports To:** Senior Pastor  
**Status:** Full-Time  
**Date:** April 25, 2022  
**Approved By:** Senior Pastor

*This position description will be reviewed periodically and is subject to change.*

**Primary Purpose of the Communications Coordinator**

The Communications Coordinator has the primary responsibility to create, coordinate, and drive communication and publicity for Grace Lutheran Church and School to inform and educate church members, school families, and the community in support of Grace's mission.

**Essential Duties and Responsibilities**

- Support a culture in which information is shared effectively with the community, at and beyond Grace
- Administer the Grace website, inclusive of creating and curating online content
- Administer the Grace social media presence across platforms, in collaboration with the Director of Enrollment and Marketing
- Collaborate with the Director of Enrollment and Marketing in creating publicity, particularly in relation to enrollment
- Edit and produce Grace print publications, including Grace Notes, Amazing Grace, and Sunday morning announcements
- Create new publications and/or communication streams, as relevant and appropriate
- Manage the distribution of email communication, in collaboration with staff, boards, and committees
- Publicize Bach Cantata Vespers and other music ministries of Grace
- Publicize events and ministries of Grace, including occasional events such as Oktoberfest and Graceful Evening, in collaboration with event leadership
- Proactively connect with staff, boards, and committees to share news, needs, and upcoming events
- Support the work of staff, boards, committees, and task forces that have communications needs, such as the pastors, Stewardship Committee, and Forward in Faith task force
- Create press releases and pursue opportunities for articles in community publications, as appropriate
- Provide editorial support to the staff

- Supervise and maintain the “brand” of Grace Lutheran Church and School
- Other duties as assigned

### **Staff Relationships**

- Supervised by Senior Pastor. Works collaboratively with all staff members, particularly as related to essential duties.

### **Equipment and Machines Used**

- Personal computer with all necessary software and internet applications, including Office 365; Google Docs and Google Forms; WordPress; InDesign, Mac Pages, or similar graphic design software; Sign-Up Genius; ACS Database; voicemail; copier; etc.

### **Physical/Mental/Environmental Requirements**

In all cases of physical requirements, appropriate reasonable accommodations should and will be considered, whenever possible, to allow position incumbent to accomplish identified essential functions in an alternative manner.

*Physical:* Position is mostly sedentary in nature. Standing, walking, bending, lifting (approx. 15—30 lbs.) may be required in various amount, however, depending on assignments.

*Mental:* In general, position can be stressful due to volume of work, deadlines, and or dealing with others on the job.

*Environmental:* Position may involve working in an open-plan environment.

### **Certificates, Licenses, Registrations**

No minimum requirements. Preference for background and education related to writing and editing, communications, and/or marketing. Photography skills also preferred.

### **Qualifications**

Previous work experience in a church or non-profit setting preferred. Additionally, the position requires:

- An understanding of and commitment to the mission of Grace
- Self-motivation and ability to achieve goals
- Excellent verbal and written communication skills
- Graphic design and layout skills
- Ability to self-direct and multi-task