

Position: Communications Coordinator**Job Type:** Part-Time 10-15 hours/week Hybrid**Education:** High school diploma required; college degree preferred**Status:** Regular Part-Time, Non-exempt**Compensation:** \$25/hour, negotiable depending on experience

Trinity Lutheran Church, a congregation of the Evangelical Lutheran Church in America (ELCA), is a welcoming community in the heart of Stillwater, MN. Gathered together by the grace and love of God, we proclaim the good news of Jesus Christ: expansive, inclusive love and forgiveness for every person. We believe all people have been created in the image of God, and therefore have valuable stories and infinite worth.

Position Overview

Trinity Lutheran Church is seeking a creative and organized **Communications Coordinator** to help share the story of our church, engage our congregation, and reach the wider community. This role is responsible for managing internal and external communications, promoting church events and ministries, and ensuring consistent messaging across all platforms.

Key Responsibilities

- Develop and distribute monthly newsletters, and weekly bulletins.
- Manage and update the church website and social media accounts.
- Create promotional materials for church events, ministries, and outreach efforts.
- Coordinate communication strategies with ministry leaders and staff.
- Capture and share stories, photos, and videos that reflect church life and mission.
- Ensure all communications reflect the church's values, voice, and theological perspective.

Preferred Qualifications

- Bachelor's degree in Communications, Marketing, Journalism, or a related field or equivalent experience.
- Strong writing, editing, and storytelling skills.
- Familiarity with social media platforms and website content management systems.
- Ability to work collaboratively with staff, volunteers, and ministry leaders.
- Organized, detail-oriented, and able to manage multiple projects.
- A heart for ministry and alignment with the church's mission and values.

Preferred Skills

- Experience with graphic design tools (e.g., InDesign, Adobe Creative Suite).
- Knowledge of church culture.