



RESURRECTION LUTHERAN CHURCH POSITION DESCRIPTION

POSITION: Communications Director

REPORTS TO: Operations Director

POSITION PURPOSE: To manage and strengthen the Communications ministry team that benefits Resurrection as a whole. The Communications ministry is the first face and voice of Resurrection. To shepherd the online community within our mission, vision, and values.

POSITION QUALIFICATIONS

- Commitment to God and to the Vision and Mission of Resurrection
- Degree in communications, media, or marketing, or at least 2-4 years of experience
- Proficient in Microsoft Office Suite (Word, Excel, Publisher, Outlook, etc.)
- Proficient in Adobe Creator Suite (InDesign, Photoshop, Premiere Pro, etc.)
- Proficient in Canva
- Experience with Planning Center Online preferred
- Efficient and able to work within the position's time constraints
- Proven ability to take projects from beginning to end
- Handle interruptions well while continuing to complete tasks
- Organized, creative thinker, and highly productive while working in a fast-paced environment
- Ability to be flexible and support the team where needed
- Excellent written and oral communication skills
- Committed to improvement, seeks constructive criticism, and understands strengths and weaknesses
- Action-oriented and displays focus, passion, and initiative
- Relates well to all kinds of people, builds effective relationships, and communicates effectively, both interpersonally and corporately
- Exercises good judgment

POSITION RESPONSIBILITIES

- Lead the creation and development of consistent 'internal' and 'external' communications and marketing plans
- Produce graphic designs for Resurrection events/programs
- Stay consistent in knowledge of data rights, copyright, etc.
- Manage the website, maintenance, updates, and SEOs (search engine optimization)

- Manage church database, computer network, computer hardware and software, and telecommunications.
- Train / Assist staff on Planning Center
- Manage and utilize social media accounts
- Shepherd Online Community within our mission and vision (Faith Triangle: the UP, IN, and OUT)
- Monitor analytics and reports, and create reports for Ministry Directors
- Produce and manage email campaigns
- Manage and train other staff on the Resurrection Brand
- Nurture relationships in the community via networking
- Manage the volunteer teams assisting with content creation, social media management, etc.
- Manage the building's signage and cosmetic finishes
- Convey a positive image of the Resurrection name
- Completion of/assisting special projects
- Other duties as assigned by the Operations Director

DESIRED RESULTS

- Keep consistency among all communication fields at Resurrection while being resourceful
- Consistently strive to grow Resurrection and spread the Good News
- Church communication will be accurate, efficient, and biblically authentic

RESOURCES AND SUPPORT

- Staff
- Pastors
- Council
- Congregation

HOURS AND BENEFITS

- 2080 hours per year or 40 hours per week (FULL TIME)
- This position requires working on Sundays with flexibility during the week to accommodate evening and weekend meetings, practices, and services.
- Resurrection hosted education opportunities
- PTO
- HRA