



*The LORD is my rock and my fortress and my deliverer,  
my God, my rock, in whom I take refuge,  
my shield, and the horn of my salvation, my stronghold.*

*Psalm 18:2*

## **Communications Specialist**

**JOB GOAL:** The part-time communications specialist serves as a support person for the pastors, senior staff, and membership of Zion Lutheran Church, creating, supporting, and managing the communications that seek to reach, inform, influence, and engage individuals in support of Zion's ministries.

**REPORTS TO:** Church Office Administrator

**CONGREGATIONAL MISSION:** We Proclaim Jesus: Today and Forever!

**CORE VALUES:** God's Grace; Great Commission; Worship; Fellowship; Discipleship

**REQUIREMENTS:** Availability M-F, 12pm-4pm; proficiency with the use of computer (Microsoft Office [especially Word and Excel], G-Suite, desktop publishing), copier/printer, fax machine; firm knowledge of the English language, punctuation, and spelling

### **RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:**

#### **1. COMMUNICATIONS**

- a. Prepare Weekly News
- b. Manage Zion's social media (Facebook and Instagram) to expand Zion's social media presence
- c. Assist Church Office Administrator with managing Zion's website
- d. Assist with designing signs, nametags, and other publications to support Zion's ministries
- e. Research and develop strategies for communicating with target audiences through a variety of communication channels and platforms
- f. Acquire and maintain detailed knowledge of church's ministries and strategies and keep up to date with relevant developments
- g. Work in collaboration with staff and ministry leaders to understand and coordinate external communication needs and oversee promotion calendar. Help connect efforts to ministry goals, intended audiences, and congregation priorities
- h. Adhere to the church Brand Strategies Guide ensuring all work is high-quality and error-free copy
- i. Prepare funeral and wedding bulletins after conferring with officiating pastor

#### **2. MINISTRY SUPPORT**

- a. Support Senior Ministry Staff with projects, communications and publications as needed
- b. Ensure sanctuary is prepared for worship including coordinating volunteers to clean and fill pew pockets, tables in narthex are neat and organized, circulate publications at Welcome Center and carousels

#### **3. OFFICE SUPPORT**

- a. Manage worship bulletin printing
- b. Order office and worship-related supplies, special request items as needed
- c. Create flyers, certificates, print and update documents and booklets, create staff lanyards

- d. Order altar and seasonal flowers (poinsettias and lilies), arranging poinsettias and lilies in the church building
- e. Create and manage acolyte schedule in coordination with DCE Youth Ministry including making reminder calls each week to those scheduled

**PERSONAL QUALITIES**

- Commitment to Jesus Christ (personal faith and devotional life)
- A Christ-honoring lifestyle marked by service, generosity, joy, Bible study and prayer
- Attention to detail
- Strong communication skills
- Interpersonal and organizational skills
- Work as part of a team
- Ability to work with minimal direct supervision and frequent interruptions
- Maintain confidentiality at all times and in all circumstances

**QUALIFICATIONS:**

1. Associates degree or equivalent work-related experience
2. Minimum 2-years' experience in an office environment
3. Minimum 2-years' experience in graphics and social media