San Marcos Lutheran Church
3419 Grand Avenue San Marcos, CA 92078

Communications Coordinator Position Description

The primary responsibilities of the part-time Communications Coordinator will be the hands-on operation of the church's audio/visual ministry and maintenance of the congregation's online presence. The Communications Coordinator ensures that worship services are supported effectively and that the mission and ministry of the congregation are communicated compellingly on our website and relevant social media platforms. All internal and external communication should be consistent with the theology and mission of the congregation.

The Communications Coordinator will be available for Sunday morning worship services year-round; occasional weddings, funerals, and special services will be arranged with ample notice. Required non-Sunday services include Holy Week and Christmas Eve, and may include midweek services during Advent and Lent. These dates and times will be provided by the Pastor with ample notice.

Responsibilities

- Set up equipment for worship leaders and musicians before worship services and events, including microphones, speakers, and recording equipment.
- Determine and execute camera positions and filming sequences for worship services.
- Monitor audio and visual equipment during worship services to maintain a distraction-free experience.
- Operate the livestream; create and share links to the livestream and recorded services.
- Set up and monitor equipment for speakers and events in Luther Hall as needed.
- Maintain and store equipment properly; test and resolve equipment issues.
- Recruit and train volunteers to assist with audio and visual operations, and to fill in when the Communications Coordinator will be absent.
- Record video, audio, or photographs at church events for use on the website and social media.
- Maintain the congregation's Facebook and Instagram accounts as directed by the Pastor.
- Create content, including photos, video, graphics, and written copy for the website and social media.
- Design and implement a communications calendar.
- Assist the Office Manager in producing the monthly newsletter.
- Update the SMLC website as directed by the Pastor and Office Manager.
- Monitor the comms@sanmarcoslutheran.org email inbox, using that address as appropriate for all work-related correspondence and user accounts.

Qualifications

- Familiarity with and respect for the theology and mission of San Marcos Lutheran Church as a congregation of the Evangelical Lutheran Church in America.
- Experience with audio/visual equipment, including the ability to troubleshoot errors.
- Ability to collaborate on a small team and work independently to meet deadlines.
- Proficiency with Facebook Pages, Instagram, MailChimp, YouTube, Canva, Google Suite, and general PC operations.

Suggested hours: 5-8 hours per week. Non-Sunday duties can be completed in a hybrid format of in-office and remote hours, in coordination with the Pastor.

Compensation: $20/hour. With prior authorization from the Pastor, the Communications Coordinator can request 2 paid Sundays off per year, excluding Easter and Christmas Eve.

To apply: Send a résumé to the Rev. Casey Kloehn Dunsworth at pastor@sanmarcoslutheran.org. Include links to relevant online content you have produced or managed. Applications will be reviewed as received.