



Communication Coordinator

Job Description

St. Matthew Lutheran Church
720 Dundee Ave., Barrington, IL 60010

Job Purpose

Under the direction of the Pastor, the Communications Coordinator will ensure the timely and smooth communication of all church information across multiple communication platforms that are necessary to communicate effectively, creatively, and winsomely within a small church setting.

Key Responsibilities

- Coordinate an active social media presence on Facebook and Instagram that engages both members and non-members alike from the local community.
- Coordinate St. Matthew's website keeping it engaging, up-to-date, that connects with both members and non-members alike from the local community (technical administration contracted with a 3rd party).
- Maintain the church calendar electronically and physically in the church office.
- Send out weekly e-communications, prayer requests, and special announcements as needed.
- Create weekly screen content (upcoming events & information only) for campus monitors.
- Create and distribute a monthly newsletter or quarterly magazine (using a standardized format).
- Create and produce bulletins for church services of the church (using a standardized format).
- Manage St. Matthew's sign-up platform.
- Research, recommend, and be the administrator of an app to link St. Matthew members (calendar, giving, sign-up, announcements, etc.).
- Curate a schedule for volunteers to live stream Sunday worship.
- Light reception work in a quiet, small office environment (greet and direct members to full-time staff).
- Participate in event planning and execution as needed (communication elements, etc.) with other staff.

Educational Requirements

- Bachelor's degree in a related field, or equivalent experience (preferred).

Experience & Skill Requirements

- Shared confession of Christian doctrine as professed by the Lutheran Church – Missouri Synod required.
- Experience with business, communication, and office software and hardware technology required.
- Professional oral and written communication skills required.
- Strong organizational skills required.
- Works well on a team and is flexible to ministry needs in changing congregational circumstances.

General Expectations

- Serve the congregation as an example of Christian conduct by living in Christian unity with the members of the congregation, fellow staff, volunteers and sister congregations in the District/Synod.
- Exempt position, appx. 16 hour work week. Salary range 20,000-25,000.
- Office hours: Monday – Thursday, 8:30AM-12:30PM. Flexible scheduling possible.
- Member of Saint Matthew Lutheran Church (SMLC) while employed by SMLC (preferred).
- If a member, regularly participates/attends SMLC worship services.
- Attend staff meetings.
- Properly manage the expenses for their area.
- Maintain a clean, presentable, and well-organized work area and personal appearance.
- Must pass a background check and drug test as required.
- Other duties as assigned.