

POSITION DESCRIPTION

(Part-time)

COMMUNICATIONS/MEDIA FACILITATOR

The English District – Lutheran Church Missouri Synod

PRIMARY RESPONSIBILITIES:

The Communications/Media Facilitator will:

- be responsible for public relations and communications for the purpose of dissemination of information, mission and ministry awareness of the English District– LCMS
- be responsible for producing written and electronic communications such as: congregational bullet inserts, newsletters, press/media releases, website posts, social media networks and other printed and electronic communications tasks in collaboration with other district staff and at request of Bishop/President.
- be responsible for communications and media relating to the conferences and conventions.

QUALIFICATIONS:

The Communications/Media Facilitator will:

- be a spiritually mature Christian who is an active communicant member in good standing of a Lutheran Church – Missouri Synod (LCMS) congregation*
- be a team player with a positive attitude that sees opportunities and challenges rather than problems
- be gifted in the areas of creative thinking, discernment, prophesy, marketing, and public relations
- be self-motivated, organized, and flexible
- be able and willing to travel, if needed
- have a high degree of self-sufficiency and ability to function without direct supervision
- have strong interpersonal and communication skills
- demonstrate skills in personal time management, task management, and planning
- have a basic understanding of financial matters and budgeting as they relate to quotes and job costs.
- be proficient in office and presentation software (e.g. Microsoft Office Professional), desktop publishing software (e.g. Microsoft Publisher), and printed and electronic media requirements.
- have the ability to work with others in the print, media, and communications field to reach a quality end product.
- have at least a bachelor's degree from an accredited college or university in a related field (e.g. marketing, public relations,)

* Because the English District is a District of the Lutheran Church Missouri District, it may – to the extent allowed by State Law – give preference in hiring of persons who are members in good standing of an LCMS congregation.

RESPONSIBILITIES:

The Communications/Media Facilitator will:

- openly and willingly strive to put Christ first in all aspects of life and faithfully proclaim the Gospel by reflecting Christ in word and deed
- provide leadership and direction for the use of the internet and other technology-based tools to enhance the efforts of District-wide communication and information dissemination

- communicate periodically with donors and prospective donors via phone calls, letters, newsletter articles, emails, etc., as is appropriate, helping promote the English District Endowment Fund
- represent and promote (market) the English District at conferences, conventions, workshops, meetings, and other functions
- meet periodically with the Bishop/President of the English District and staff

ACCOUNTABILITY:

The Communications Facilitator is accountable to the Bishop/President of the English District.

COMPENSATION:

The Communications Facilitator's salary and benefits will be commensurate with experience and education in a part-time position (approximately 10 hours/week).

DEADLINES:

An up-to-date resume, along with a one-page cover letter, must be received no later than Monday, August 6, 2018. Your cover letter will include your current compensation and/or compensation requirements and the date you would be available to begin your duties as Communications Director, along with any other information you feel is pertinent. Send your resume and cover letter via email or fax to Bishop/President Jamison J. Hardy:

Email: jhardy@englishdistrict.org

Fax: 724-941-9442