

# **Volunteer Communications & Digital Media Coordinator**

## **Grace Evangelical Lutheran Church**

Grace Evangelical Lutheran Church is seeking a creative, organized, and mission-minded volunteer to serve as a Communications & Digital Media Coordinator. This ministry opportunity is designed for someone who desires to use their gifts to help strengthen communication, community engagement, and digital outreach efforts across the congregation and surrounding community.

This volunteer role will help manage the church's digital presence and communications by creating engaging content that reflects the mission, ministries, worship life, and outreach of the congregation. As the role and ministry needs develop, there may be the possibility of transitioning this opportunity into a compensated position in the future.

### **Responsibilities Include:**

- Managing and updating the church website
- Creating and scheduling social media content for Facebook and Instagram
- Designing graphics, announcements, and promotional materials using Canva
- Coordinating and distributing e-newsletters and text communications through Constant Contact
- Promoting worship services, ministry opportunities, outreach events, and community activities
- Uploading worship materials and livestream content to the church website
- Assisting with digital communication strategies that support congregational engagement and outreach

### **Desired Qualifications:**

- Strong written and visual communication skills
- Experience with website management and social media platforms
- Creativity, organization, and attention to detail
- Ability to work independently and collaboratively
- A heart for communicating the mission and ministry of the church in engaging and welcoming ways

### **Preferred Technical Skills:**

- Wix Website Management
- Canva
- Constant Contact
- Microsoft Office
- Google Drive
- Basic livestream and digital media familiarity preferred

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This ministry role offers an opportunity to help tell the story of God's work through Grace Lutheran Church while strengthening communication, hospitality, outreach, and community connection both online and in person.