

<b>Job Title:</b>	<b>Communication Coordinator</b>		
<b>Reports to:</b>	Administrative Director of the Synod		
<b>Location:</b>	Berkeley/Remote	<b>Travel Required:</b>	
<b>Level/Salary Range:</b>	\$25-30/hr for 10 hrs/wk	<b>Position Type:</b>	Non-exempt

## Job Description

### POSITION SUMMARY

The Communications Coordinator will work closely with the Administrative Director, the Bishop, and the Bishop's Team and will be responsible for directing communications to the staff, conference deans, and others affiliated with the Sierra Pacific Synod/ELCA, as well as managing and compiling external communications not limited to social media, newsletters, and content.

### ROLE AND RESPONSIBILITIES

- Internal Communications:
  - Manage the Communications Coordinator's email address; direct emails to the appropriate parties and reply courteously and punctually.
  - Actively utilize workplace calendars and shared filing systems in order to keep up with shared dates, deadlines, and content.
- External Communications:
  - Website: Design, maintain, and update the Synod's website (Squarespace).
  - Social media: Manage SPS's social media accounts by discerning engaging and appropriate content, and posting it regularly throughout the week. This includes Facebook and Instagram and may expand to include other platforms.
  - Newsletters (Constant Contact):
    - Oversee the weekly SPS newsletter; Collect content from SPS staff, deans, affiliates and congregations in order to compile and send the newsletter once per week.
    - Send special communications to SPS newsletter list as needed (including, for example, "Death of a Pastor" notices).
    - In the spring, work with Synod Assembly staff and volunteers to compile and send out the Synod Assembly Newsletter once per week or as instructed.
    - Manage mailing lists; import/export mailing lists and data as needed.
  - Design: Using Canva, or other appropriate content creative software, create graphics as needed to accompany website, social media, and newsletter content.
- Other:
  - Attend the staff meeting once a week and as needed.
  - Attend Synod Assembly once per year (location TBD year by year); take notes and create social media posts and newsletters in order to update our synod on pertinent information as it arises.
  - When technical problems arise, reach out to T.M. Pros, our tech company in order to troubleshoot the problem.

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- Should possess a Bachelor's degree in communications or a relevant field.
- Should possess knowledge of the mission and structure of the Evangelical Lutheran Church in America and its local, synodical, regional and churchwide expression.
- Should have the ability to coordinate in-person and online events.
- Should possess the ability to meet deadlines, work under pressure and preserve confidentiality.
- Should possess the ability to work and communicate with colleagues and partners in a collaborative style while able to take initiative and work independently.

**PREFERRED SKILLS**

- Skills in social media to support Synod communications.
- Ability in oral and written communication.
- An ability to interact sensitively and with care in interpersonal relationships.

**TRAVEL ARRANGEMENTS & REIMBURSEMENTS**

Expenses include mileage or flight costs, per diem rates for meals, hotel stay. Prior coordination and approval from the bishop is required for all scheduling of travel and reimbursable expenses

- Participate in a Synod event/assembly, or be with a congregation

**WORK FROM HOME ACCOMODATIONS/START-UP COSTS**

- Work Equipment
  - Laptop Computer
  - Work cell phone to be used for communication, social media, pictures, etc.