



RISEN SAVIOR
Lutheran Church
COLORADO

POSITION DESCRIPTION

JOB TITLE: Manager of Communications

REPORTS TO: Senior Pastor

DATE: March, 2021

JOB SUMMARY:

- This position is primarily located at Risen Savior Lutheran Church (RSLC) in Broomfield, CO. although can be a remote worker at times.
- Create, manage, and publish advertising and communication for the Risen Savior community.
- Develop programs of communications in support of attracting participation in worship, groups, events, and activities of Risen Savior Lutheran Church.

MAJOR AREAS OF RESPONSIBILITY:

- Leadership and administration.
- Management of all aspects of communication, including electronic media, print, and displays.

PRIMARY OBJECTIVE:

- The purpose of this position is to serve RSLC by communicating and promoting ministries within the congregation and local community in a timely manner.

SPECIFIC RESPONSIBILITIES OF JOB:

Communications

- Develop, update, edit and/or publish in a timely manner, the church publications, advertising, website, and social media in conjunction with appropriate staff. This may include, but is not limited to: bulletin announcements, newsletters, brochures, website, Facebook, Instagram, mailings, emails, newspaper, Visitor's Packet, banners, promotional signs, bulletin boards and Electronic Sign
- Propose, monitor and track annual budget for advertising and promotional needs of the church.
- Assist staff in planning advertising for events, activities, classes, and groups.
- Attend staff planning meetings.
- Review website analytics and other media effectiveness indicators, proposing alternative methods of communication if necessary.
- Maintain a historical file of prior year's communications.

Office Duties

- Greet and offer assistance to members and visitors through personal contact, email, or phone.
- Assist with keeping the church office as a neat and functional working environment. This includes but is not limited to monitoring supply inventory, equipment, maintenance, distributing mail.
- Supervise office volunteer work as needed.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Proficient with computer and software programs,
- Applications and Constant Contact. Realm training provided.
- Proficient with Facebook, Instagram and website editing. Google, Publisher and PhotoShop training provided.
- Proficient with all office equipment
- Ability to produce neat, accurate, and timely work
- Strong creative and design skills
- Strong verbal and written communication skills
- Strong time management skills
- Excellent human relations skills
- Self-starter, requiring minimum supervision

EDUCATION AND EXPERIENCE:

- Required: Minimum High School Diploma; 18 years of age.
- Preferred: Degree or equivalent experience: Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. Typical qualifications would be equivalent to experience in print, social media, and communication management.

WORKING RELATIONSHIPS:

- Works closely with ministry staff for timely communication to the congregation and/or public.
- Supervise, assist, and guide volunteers with communication and advertising needs.

CRITICAL PHYSICAL REQUIREMENTS:

Occasionally: 0% - 33%

Frequently: 34% - 66%

Constantly: 67% - 100%

Sitting: Constantly

Standing: Frequently

Walking: Frequently

Reaching: Occasionally

Typing: Constantly

Twisting: Occasionally

Handling: Occasionally

Weight: Occasionally

Use of Fingers: Constantly

Horizontal Reaching: Occasionally

SCHEDULE:

- Full-time hourly, Non-Exempt; Tuesday – Friday (32 hours)

OTHER RESPONSIBILITIES:

- Uphold a Christian way of life and attend worship regularly
- Must complete Risen Savior's Children at Risk class
- Must pass a background check

CONCLUSION

This Position Description is intended to convey information essential to understanding the scope of the job and general nature and level of work performed by the job holder within this job. It is not intended to be an exhaustive list of qualifications, skills, duties, responsibilities or working conditions associated with this position.