

Communications Specialist

Through a careful and deliberate discernment process, Grace Lutheran Church identified the need for a part-time staff person devoted to effectively communicating the mission and ministry of Grace Lutheran Church. This position will be for approximately 4 hours per week. This person will be responsible for updating our social media accounts, creating Facebook events, and keeping the website up to date. In addition, ability to work in a fast-paced environment where multi-tasking, sound decision-making and proven organizational skills are necessary. Strong written and oral communication skills are essential, as well as proficiency in social media use and communication.

Responsibilities

Under the direct supervision of the Pastor, and in collaboration with the Technology Coordinator, the Communications Specialist is responsible for the following:

- Updating Social Media Accounts, creating engaging content and communicating the mission and ministry of Grace Lutheran Church through various outlets.
- Create Facebook events and promote them effectively
- Create visual media to aid in promoting events, especially for online use
- Update the Grace Lutheran Church webpage as often as is needed with relevant information
- Seek out and utilize resources to continue growing in your ability to help promote the ministry of Grace Lutheran Church.
- Assist with technology and media needs related to worship

Desired Skills and Competencies

- An in-depth understanding of social media as a marketing tool is essential.
- Proficiency in design software to create advertising and promotional graphics
- Marketing experience or training is highly valued
- Experience with A/V production
- Strong communication skills
- Self-Motivated
- Relates well to people of all ages
- Experience or training in event planning or marketing is preferred
- Proven ability in effective use of social media

Position Requirements

- All applicants must be able to pass a background check

To apply, send resume and cover letter to:

Pastor of Grace Lutheran Church
320 E Main St
Mankato, MN 56001

Or via email:

odegardglc@gmail.com