

Hope Lutheran Church
Job Description Communications Specialist

Hope's Mission: To be a living example of the love of Jesus Christ.
Living out Servant Love,
Showing Hospitality
Extending Generosity
Worshiping the Risen Lord

Purpose/Summary

To extend the hospitality of Hope Lutheran Church to all who connect to Hope through the office with particular attention to the communication needs and materials necessary to support worship.

Essential Functions:

Ensure a friendly, positive atmosphere to all who connect with the office either in person or by other method of communication. Be present in the office to Ensure the church office is open during posted hours to answer phones, receive guests, and packages.

Work with the pastors, staff, and members to gather the information necessary for the publications. Then prepare, proofread, and produce church wide communications including:

all bulletins	weekly announcements
monthly newsletters	other written communication to the congregation as needed
weekly emails	

Prepare the supporting materials for worship services including the PowerPoint slides used for traditional worship, and the prayers used in worship. Report songs to licensing services as appropriate.

Procure adequate supplies for worship, custodial needs, kitchen and office while working with the office manager to do so within the allocated budgets.

Maintain the church website with current information and worship materials.

Work with the Office Manager to count and record financial offerings in a manner that provides appropriate internal controls.

Ensure all office staff are cross trained to provide adequate coverage for planned and unplanned absences as well as support for each other during periods of high workload. This includes Communications Specialist completing accounts payable and payroll functions and the Office Manager preparing communications when needed.

Qualifications:

Demonstrate the ability to relate to congregational leadership, staff, membership, and visitors in a consistently inviting and friendly manner.

At least two years experience working in church related or not for profit setting or comparable experience.

At least three years proven experience producing communication pieces utilizing various computer software programs. High level of proficiency in technology and the ability to use Word, Publisher, PowerPoint, Excel as well as the ability to transfer skills and quickly learn new software.

Proficient written and verbal communication skills

Demonstrate the ability to multi-task, work well within a team, maintain a high degree of confidentiality, and promote healthy grace-filled interactions.

Any other duties as assigned by the Office Manager.

Supervisory Relationship and Other Expectations:

The Communications Specialist reports to the Office Manager.

This role is a part-time position: 15- 20 hours/week. The Communications Specialist is expected to work on-site and during posted office hours.