

## **Director of Communication (St. Lorenz Lutheran Church and School)**

The Director of Communication is a full-time, salaried position with benefits who reports to the Administrative Pastor of St. Lorenz Lutheran Church.

### **Role:**

- To support the values, vision, and mission of St. Lorenz Lutheran Church and School and the leadership of the Ministry Council and the Administrative Pastor.
- To work with our church leadership to develop an overall strategy for communication for our congregation and school.
- To provide leadership, guidance, and support to our staff and volunteers regarding communication platforms and content for our congregation and school.
- To provide guidance and support for our mission and outreach ministries.
- Special projects as assigned or approved by the Administrative Pastor.

### **Responsibilities:**

- Incorporate the Mission, Vision, and Values of St. Lorenz into our overall communications.
- Oversee and direct our weekly meetings with our Communications Team to evaluate, generate ideas, and plan for weekly communications and weekend worship.
- Develop and manage our church and school websites in concert with our school administrators.
- Oversee, monitor, and develop our social media strategy and activity.
- Coach our staff regarding the use of our logo and branding and communication process.
- Manage and develop communications processes, methods, and approach for our church and school.
- Develop and enhance our use of church management and engagement software/database.
- Develop and produce video content for church and school communications.
- Coach and support certain volunteer leaders and ministry teams as directed by the Admin. Pastor.
- Become familiar with presentation and broadcast equipment on our campuses to support staff and ministry leaders in communications, including, but not limited to:
  - a. Audio/visual equipment in meeting spaces.
  - b. Worship & Event Center (WEC) control room/audio booth operations.
  - c. Broadcast equipment and cameras for recording video.

### **Requirements:**

- Personal belief in Jesus Christ as Lord and Savior.
- Agreement, understanding, and support of the Lutheran Christian faith.
- Professional desire to connect people to Jesus through the ministry of Communications.
- Positive, proactive, and professional attitude and approach toward team ministry.
- Experience working with volunteers or leading as a volunteer in ministry.
- Ability to operate in a fast-paced, flexible, fun, and faith-filled work environment.
- Proficient with technology and with MS Office suite, Google, and Apple devices and applications.
- Passion for creating and sharing compelling communication pieces.
- Working knowledge of websites, apps, and databases.
- Excellent verbal and written communication skills.
- Ability to physically lift and carry technology equipment (approximately 25 lbs.)
- Bachelor's degree in a related area is required.