

## **Communications Coordinator**

**Reports to:** Senior Pastor and Congregation Council

**Hours:** 30 hours/week

**Hourly rate:** \$18.00 - \$22.00

**Schedule:** On-site Sunday mornings and for weekly staff meeting, other hours are flexible/hybrid.

**The Communications Coordinator** coordinates and oversees all forms of Atonement's communications. This position supports staff and volunteers to ensure communications remain on message, reflect the congregation's commitment to diversity and inclusion, and further the mission and strategic objectives of Atonement. The Communications Coordinator will work closely with the pastors and staff, especially our Office Administrator. Regular duties will require the Communications Coordinator to collaborate with the Office Administrator to complete tasks, projects, and publications. This will involve creating content, text, and graphics for annual reports, monthly newsletters, weekly emails, social media campaigns, stewardship campaigns, advertising for important annual events like Easter and Christmas, and others.

**Our ideal candidate** will exhibit a natural devotion to Jesus Christ and the ministry of Atonement Lutheran Church. They will bring a team-oriented mentality to their work, seeking ways to help colleagues and church members in their ministries. They will be organized, plan ahead, and use creative problem solving. The ability to maintain confidentiality and use healthy conflict management are a must. A Bachelor's Degree is preferred.

### **Required Technical Skills**

- Proficient with:
  - Microsoft Office 365 Suite
  - Adobe Suite (including InDesign, Photoshop, Illustrator) or equivalent
- Proficient with or able to quickly learn:
  - Canva (Collaborative Design)
  - Constant Contact (Email Marketing)
  - SquareSpace (Website)

### **Preferred Skills and Skills We Will Teach**

- Planning Center Online (Worship Planning)
- ProPresenter (Worship Presentation Software)
- Realm (Membership Database)
- SlingStudio (Video Recording and Streaming)
- iMovie (or similar video editing program)

## **Responsibilities**

### **Content Creation**

- Manage and maintain a variety of social media platforms, including Facebook, Instagram, and YouTube, and develop a strategy for communication and audience engagement across platforms.
- Design graphics for upcoming events and holidays within the church
- Implement graphics across email, social media, worship, and other platforms
- Work with church groups and staff to develop and design printed and digital communications materials such as pamphlets, flyers, handouts, and signs
- Coordinate the development of printed media and mailings with local and online printing services

### **Communications Coordination**

- Maintain consistency in the Atonement brand, such as communication guidelines, social media guidelines, expectations for style and verbiage, and logo/branding usage.
- Collaborate with staff and volunteers to successfully accomplish communication and messaging with uniformity, clarity, and professionalism across Atonement platforms.
- Develop and maintain a strategy and timeline for communicating information on events and other opportunities at Atonement; coordinate distribution of information with staff and volunteers.
- Maintain website with up-to-date information and relevant content that engages both members and non-members.
- Manage communication budget(s), including website, online subscriptions, and streaming services.

### **Worship Management**

- Work with staff and pastors to create worship slides on a weekly basis to reflect the order of worship, including scripture, prayers, announcements, and hymn/song lyric slides
- Be present for Sunday morning worship services to oversee the worship livestream and slide operations
- Coordinate photography for important holidays and programs.

## **Disclaimers**

The above statements are intended to describe the general nature and work of the Communications Coordinator. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. The Communications Coordinator may be required to perform duties outside of their normal responsibilities from time to time, as needed.

References and passing of a background check are required for employment.

**To Apply:** Please email resume and cover letter, outlining your interest, qualifications, and potential fit, to [info@atonementmuskego.org](mailto:info@atonementmuskego.org)