



LOVE GOD. BUILD THE HOME. CHANGE THE WORLD.

Position Description: Internal Communications Coordinator

Position Overview

The Internal Communications Coordinator will serve in a part time capacity as part of the Communications team, under the supervision of the Director of Communications. This person will have the responsibility to execute the design, creation, and production of items intended for use within the Church and Early Learning Center, in any applicable media form, for maximum ministry effectiveness. This includes bulletins (weekly and special) and bulletin inserts, internal signage and print projects, printed and electronic newsletters, letters, online calendar, etc. with the potential for some social media posting within online groups related to the Church and Early Learning Center (as needed). This position is part time (estimated 20 hours per week).

Accountability

This position reports to the Director of Communications, with responsibility to the Senior Pastor and Board of Elders.

Qualifications

The Internal Communications Coordinator will:

- Have a personal relationship with Jesus Christ as Lord and Savior and a desire to serve.
- Perform all duties in accord with the mission of SPL and the vision of the pastors and leadership team.
- Demonstrate an attitude of genuine caring for God's people.
- Be motivated to work as part of a team.
- Be self-managed with strong organizational gifts.
- Connect and work with internal partners and fellow ministry staff in a professional manner.
- Have comfort and experience with Microsoft Office applications (especially Word, Excel, and Publisher), Adobe Creative Suite (including In-Design, Illustrator, and Photoshop), media editing/player software, social media sites and functions (i.e. Facebook, Twitter, etc.), website content (such as WordPress), and other various web-based programs, with a willingness to learn new systems (like Church Community Builder).

Responsibilities

In accord with the vision of St. Paul's Lutheran Church, the Internal Communications Coordinator will:

- Update and develop of in-house publications for the Church and Early Learning Center (ministry cards/brochures, pew cards, internal signage, print letters, etc.).
- Partner with appropriate ministry leaders in the creation and assembly of weekly and special bulletins (including order of service and printed announcements for weekly worship, special service bulletins, funeral bulletins, and other "as needed" projects such as Confirmation or Graduate publications).
- Assist as needed with postings related to the ELC website and social media Groups (St. Paul's ELC Parent's Corner, SPL Women, SPL ManUp, SPL Youth, SPL Mission Team, Decatur Kids, etc.) as outlined with the Director of Communications.
- Create and complete preservice slides related to internal ministry needs and special projects to be utilized in worship.
- Maintain regular communication with the Director of Communications and fellow staff to ensure events are well communicated and ministry area communications needs are met. Participate in a weekly Communications Team meeting to ensure timely delivery of all scheduled projects.
- Serve and carry out additional responsibilities as assigned.