

POSITION: Communications & Relations Manager

Position Summary: Will perform all duties and responsibilities in the Christian spirit of mutual ministry. The Communications & Relations Manager will create, organize, plan and implement effective communications messages and strategies for/with church and community audiences. The individual will partner with church and ministry leaders to convey their vision and communications priorities to appropriate audiences. The Communications & Relations Manager is also responsible for providing the staff and volunteers with clerical, organizational, communication and technical support.

Duties and responsibilities will include but not limited to:

- Ensure high-quality and high-impact communications reach both internal and external audiences.
- Work with church and ministry leaders to define, develop and effectively communicate messages to church-wide and specific audiences
- Assist ministry leaders in developing and implementing effective communications strategies and practices
- Design and create internal communications, including digital and print content, but not limited to, worship-related publications, newsletters and weekly announcements
- Maintain the St. Mark's website and social media accounts ensuring that new and consistent information is posted regularly keeping them current and relevant
- Carry out the day-to-day tasks of facilitating communications/marketing
- Meet the members, volunteers, and outside public, with a warm, pleasant and helpful attitude
- Proficient with Microsoft Office Suite and Google Suite for Business
- Proactive at seeking and learning new software and technology
- Assist committees, volunteers, and various groups with miscellaneous needs
- Maintain the active membership directory and church records
- Prepare year-end statistics for the synod report and the annual report for the Congregation
- Oversee, order, and maintain office supplies
- Abide by the policies and procedures of St. Mark's Lutheran Church as outlined in the Personnel Policies and Procedures Handbook

Prerequisites:

- At minimum, college degree or relevant certification or work experience
- Advanced training in office management skills
- Excellent written and oral communication skills
- Ability to work unsupervised in the midst of distractions and interruptions
- Favorable background check and drug screen

Key Accountabilities:

- An abiding faith in God
- Patience, flexibility and the ability to work well with others
- Attention to detail and follow-up
- Respect for confidentiality of church records
- Ability to prioritize workload
- Ability to respect and relate to a diverse group of parishioners, staff, and community
- Ability to provide positive moral support to staff and volunteers

Position Type: Full-time, Salary w/ Full Benefits

Expected Time Requirement: 40 hours per week (Preferred Hours 8am-4:30pm)

Direct Report: Parish Administrator