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| **JOB TITLE:** | Communications Specialist | **STATUS:** | Part-Time |
| **REPORTS TO:** | Business Manager |  |  |

**OUR MISSION**

Upper Dublin Lutheran Church (UDLC) is a place where lives are changed through worship, learning, and community, and where people are empowered to change the world and make it a better place, following the example and teachings of Jesus. Our congregation is a dynamic, down-to-earth group of people seeking spiritual nourishment, meaningful relationships, and ways to use their talents, skills, and knowledge to serve others.

**JOB SUMMARY**

Communications touches all aspects of our mission and ministries at UDLC. The Communications Specialist will lead us in sharing the story of our church to external audiences, inviting and welcoming visitors, encouraging member engagement, promoting participation, and keeping everyone informed about our common life and the things they are most interested in at UDLC. Our staff members are often the first impression that guests and visitors have of our community. As such, it is expected that the person in this position has a welcoming and professional presence and maintains an elevated level of confidentiality.

**JOB RESPONSIBILITIES**

* Collaborates with pastoral team to prepare materials for worship services such as PowerPoint presentations, announcements, and materials.
* Maintains, oversees, and frequently updates the congregational website (hosted on Squarespace) and the cemetery and preschool websites (hosted on Weebly).
* Creates content for and updates UDLC’s social media sites (currently Facebook, Instagram, and YouTube).
* Manages Microsoft Office 365, Teams, and SharePoint technology, and supports the adoption of it by training staff and committees on using the technology.
* Maintains the membership information on our cloud-based church database (Breeze) by ensuring member records are up-to-date, using the group communication features such as the calendar and groups functions, and exploring other features that will support UDLC’s mission.
* Creates graphics and other media for communications and publications using Canva.
* Supports the ministry staff and committee leaders in using technology such as Zoom, SharePoint, and other communication tools.
* Helps implement new technology in meeting spaces that allows for virtual participation.
* Prepares periodic congregational mailings for stewardship and other campaigns.
* Advises the pastoral team and staff on opportunities to improve and streamline communication processes.
* Attends monthly staff meetings.

**SKILLS AND QUALIFICATIONS**

* Excellent verbal and written communication skills.
* Strong interpersonal skills, and a willingness to maintain confidentiality.
* Strong digital fluency, including the ability to understand, select, and use appropriate technologies for communication.
* Strong technological literacy, including the willingness to explore and adapt to new technologies.
* Strong orientation towards details and how they relate to broader needs.
* Excellent organizational and time management skills.
* Demonstrated experience creating and editing content for broad communications.
* Demonstrated experience using Microsoft Office 365, SharePoint, and Teams.
* Demonstrated experience using social media platforms for business communications such as Facebook, Instagram, and YouTube.
* Preferred experience using web hosting sites such as Squarespace and Weebly.
* Preferred experience in basic graphic design using software such as Canva.
* Preferred experience using email marketing platforms such as MailChimp.
* Preferred experience using and maintaining membership databases.

**OTHER REQUIREMENTS**

All UDLC employees are required to obtain security clearances as outlined in the employee handbook.

**STATUS**

This is an at-will position, terminable at any time. New employees will have a 90-day grace period followed by a conversation with a pastor to determine if the employee is meeting the needs of UDLC. Two weeks written notice shall be given by either party if employment is to be terminated.

**AGREEMENT**

This agreement serves as documentation of the status of the employee’s continued employment. The undersigned (“EMPLOYEE”) continues as an employee of Upper Dublin Lutheran Church pursuant to this job description. I have read and understand the above and intend to be legally bound by the terms and conditions recited above.

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| **Employee Name** | **Signature** | **Date** |