



**Redeemer Lutheran Church & School
Church Office Communications coordinator**

PURPOSE

To plan, manage and execute the Redeemer church communications work, including the social media, graphics, special projects and weekly email.

QUALIFICATIONS

- Strong skills in creation of social media content; primarily Instagram and Facebook.
- Good writing and graphic design skills.
- Self-starter, collaborative team player, personable with ability to organize daily work completion in a timely manner
- Excellent written, verbal, and interpersonal communication skills
- Good photography and photo editing skills.
- Proficient in Google Suite, Canva, Constant Contact, and other systems.
- Two - three years related experience preferred
- An active disciple of Jesus Christ and willingness to support the beliefs and teachings of Redeemer

GENERAL RESPONSIBILITIES

- Plan, manage and execute the weekly social media posts.
- Work with other church staff members to develop content for the weekly email and other communication channels.
- Take pictures at events and/or coordinate with others for taking pictures.
- Work with the church office manager in coordinating the weekly email, special mailings and other projects.
- Performs other related duties as required

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

- Ability to bend and squat occasionally.
- Ability and lift up to 40 pounds occasionally and up to 20 pounds often
- Ability to work in a Christian environment and apply Christian values before families and young people in a way that honors Christ through words, attitudes and action

CONDITIONS OF EMPLOYMENT

- Successful passing of Department of Justice (DOJ) background check
- Proof of negative TB screening within the last sixty days prior to employment
- 10 hours a week; attendance at ministry events required. Other work hours are flexible.

ACCOUNTABILITY

Takes daily direction from the Ministry Team and is accountable to Senior Pastor.
Pay ranges from \$20-30/hour depending on experience.