

First Lutheran Church of Richmond Beach
Job Description: Communications Coordinator/Web Master

Our Vision:

Living, loving and serving as "Jesus did....so the world may know Him!"

Basic description: By the power of the Holy Spirit, to maintain a timely flow of internal and external information and communication on church matters;

Traits and Abilities:

- *Excellent proofreading and desk top publishing skills.
- *Self-starter, able to take initiative and follow projects through to completion.
- *Ability to ensure consistency throughout all communication pieces.
- *Work collaboratively with staff and volunteers.
- *Flexible
- *Enthusiasm for First Lutheran's vision and goals.

Responsibilities and Duties:

Reports to the Lead Pastor. Supports the members, volunteers and staff.

This is a basic outline of general expectations, without being all-inclusive.

1. Manage preparation, layout and editing of monthly newsletter, including both print and digital formats.
2. Produce other internal and external communication (posters, pew folders, bulletin boards, advertisements etc.)
3. Update and revamp church website with timely information daily and weekly.
4. Coordinate publications in conjunction with other ministries.
5. Initiate and maintain other forms of Web communication (Facebook, etc.).
6. Work to recruit and encourage volunteer opportunities.
7. Attend regular staff meetings, weekly meetings with the Lead Pastor, and other meetings as needed for clear communication goals.

Hours, Salary and Benefits:

Hours for this position shall be flexible with a maximum of 20 hrs per week. Wages are paid by the hour starting at \$17.

There will be a 90 day probation period. Salary will be evaluated annually in coordination with the church fiscal year and budget decisions.

Benefits include: Paid vacation of 2 weeks, accrued at start and taken following satisfactory probation period.

