

Saint Matthew Lutheran Church Hanover, PA

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| Job Title | <i>Communications Administrator</i> |
| Reports to | <i>Lead Pastor</i> |
| Employment Status | <i>Full Time</i> |

General Position Description

To be responsible for all communications with the congregation and the community. The Communications Administrator ensures that good communication, proper planning, and responsible coordinating of information is shared in an understandable and engaging manner.

Accountability

The Communications Administrator shall be directly responsible to the Lead Pastor and will work cooperatively with the church staff.

Primary Responsibilities

The Communications Administrator will:

- With the Minister of Music Guidance:
 - Prepare weekly bulletins (order of worship) including but not limited to: Saturday, Sunday, mid-week and special service bulletins (weddings and funerals) Concert series
 - Power Point slides for Live Stream
- Create Messaging and Produce:
 - Weekly announcements and e-mails
 - Bi-monthly Newsletters in paper and digital formats
 - Promotional materials for all aspects of our ministries and outreach
 - Provide and update content for Web Site
 - Annual Report
- Oversee all Social Media
 - Facebook
 - Instagram
 - Outdoor digital sign
- Lead a communications team to oversee the communications as it relates to content, design, marketing and consistency to our mission.

- Attend bi-weekly staff meetings and occasional council and committee meetings.

Qualifications

- Extensive experience with Microsoft Word, Publisher and Power Point
- Good written communication skills
- Experience with graphic design

Education/Certification

- High School Diploma
- Other education as related to communications, administration or education

Hours are normal weekdays with flexibility.

This is a salaried position with health benefits and pension. The pay is based on ability and experience.

| | Signature | Date |
|--------------------------------|-----------|------|
| Employee: | | |
| Lead Pastor or Officer: | | |

Revised May 2024