

Position Description

Director of Communications

St. Paul Lutheran Church, Davenport, Iowa

Individual:

Employment: Full-time

Reports to:

Operations Director

Supervise:

Position Objective:

Provide leadership and strategic direction for all print and digital communications of St. Paul Lutheran Church, promoting the church's ministry and mission in creative ways.

Core Competencies:

Superior ability to conceive, design, and prepare thoughtful written and electronic communication that informs and inspires the faith lives of St. Paul people
Ability to connect with and engage people from all walks of life
Skill for managing social media presence on a host of platforms
Capacity to interpret faith and congregational life creatively
Passion for celebrating the congregation's core values
Good administrative and organizational aptitude
Basic proficiency in design software, specifically Adobe Creative Cloud
Solid writing and grammar skills – eye for editing, proofreading, and design detail
Ability to work within a team setting
Conscientiousness with deadlines
Basic aptitude for photography and/or videography

Essential Responsibilities:

Conceive, write, and design the congregation's monthly magazine, weekly print flyer, brochures, press releases, advertising, e-newsletter, and social media content
Lead the congregation's multimedia presence, including video and podcasts
Assist with the design of all print and electronic media content
Manage the congregation's website and social media sites
Oversee the communication intern program
Collaborate with operations and building staff for Sunday mornings and special events
Help advance St. Paul's role and sphere of influence in the wider community
Oversee indoor, outdoor, and digital signage
Administer the communication budget
Attend monthly congregation council meetings to assist with communication efforts
Participate in all major facets of St. Paul congregational life, especially on Sundays

Desired Characteristics:

Active Christian faith
Creativity and vision
Flexibility
Good listener
Self-starter
Motivational spirit
Passion for people
Team player
Integrity