



**Communications Manager for St. Luke Lutheran Church
and Lutheran Campus Ministry
January 23, 2025**

The Communications Manager shall oversee all internal and external communication for St. Luke Lutheran Church and Lutheran Campus Ministry, both written and electronic.

The duties include the following:

- Produce weekly newsletter including content creation, organization and dissemination, in coordination with other staff and committee chairs
- Produce other internal and external mailings as needed
- Prepare announcements and other content for the Music Director to incorporate into weekly worship materials
- Maintain church calendar in coordination with other staff and committee chairs
- Maintain the church's website and manage content, including members-only resources
- Coordinate and implement advertising
- Receive and manage incoming communications
- Assist in preparing reports and materials for congregational meetings
- Maintain an Archive of Committee and Council minutes
- Maintain membership and alumni records and directories, including the Parish Register (which includes records of entering and departing members, baptisms, confirmations, marriages, etc)
- Coordinate volunteer schedules and send reminders. Assist in recruitment of volunteers in coordination with Committee Chairs
- Recruit, coordinate and support volunteers to assist with office tasks as needed
- Share reception duties (desk staffing, answering telephone, greet visitors) in coordination with Building Administrator
- Maintain and manage the church's social media presence and manage the content thereof
- Participate in weekly staff meetings
- Perform other occasional office and administrative duties as directed by the Senior Pastor

The Office and Communications Administrator reports to and is supervised by the Senior Pastor

Work hours are 16 per week (40% effort), a majority of which is expected to be on site over 2-3 days weekly, although periodic remote work will be acceptable contingent upon prior approval. Salary range is \$18.74-\$20/hr depending on qualifications and experience.

Desired Qualifications:

- Experience with website development and management
- Familiarity with office software (e.g. Word, Excel, Outlook, Calendar)
- Experience with managing social media content (e.g. X, Twitter, Instagram)
- Bachelor's degree or equivalent, preferably in a pertinent discipline
- Accepts constructive feedback, willing to take initiative
- Works well with others, including visitors and guests

Benefits:

- 2 weeks paid vacation minimum, up to 4 weeks depending on prior experience
- 6 paid holidays plus 2 paid floating holidays
- Paid Family Leave available
- Paid Prenatal Leave available
- Flexible working schedule with prior approval
- Opportunity for professional development

About us:

As a Reconciling in Christ Congregation, the people of St. Luke Lutheran Church are called by God to be a community of Christians, a part of the body of Christ. Because we believe we are one in God's eyes, we welcome the mix of ages, races, gender identities, physical and mental capabilities, and sexual orientations with which God's children are blessed. Everyone is invited to share in God's grace. We rejoice in the knowledge that nothing can separate us from the love of God in Christ Jesus—not our wealth, nor our poverty, nor our nationality, nor our political convictions, nor whom we love, nor anything else in all creation. We are called to follow God's mission of reconciliation and justice with all humanity, and we celebrate our journey of discipleship with a special appreciation for the privileged responsibility of our campus related ministry.

St. Luke is proud to be an Equal Employment Opportunity and affirmative action employer. We embrace diversity and are committed to a work environment that includes individuals representing a variety of backgrounds, perspective, and skills. All aspects of employment are decided on the basis of qualifications, experience and performance alone.

We welcome applications from individuals of all ages and gender expressions, sexual orientations, ethnicity, national origins, faith traditions (including no faith tradition), and those with disabilities.

Please send your resume and cover letter to info@stlukeithaca.org