

Christiania Communications Manager

Job Overview:

The Communications Manager's primary responsibility is to help Christiania tell our stories through various forms of media. This position is responsible for managing all aspects of church communication, including management of the church website and social media functions. The Communication Manager coordinates with others to successfully manage the overall function of the church and interactions with the community.

Reports To:

Senior Pastor. In addition, the Communication Manager works cooperatively and collaboratively with the Office Manager, Associate Pastor and Music Minister in all areas of ministry at Christiania Lutheran Church.

Direct Reports:

The Communication Manager will have no direct reports.

Responsibilities:

- Attend staff meetings and ministry team meetings as necessary.
- Oversee Christiania's Communications using the church's style guide.
 - Provide performance metrics.
 - Provide a consistent style and voice across all communications.
- Prepare monthly electronic newsletter.
- Manage and update the weekly electronic email newsletter (Constant Contact).
- Update and maintain information screens in Fellowship Hall, Sunday School Wing and Lobby.
- Manage and update the Christiania website including links for weekly worship.
 - Provide design and format recommendations to be implemented by the contracted Christiania web developer.
- Work with the Office Manager and Worship Director weekly to prepare Sunday announcements.
- Manage and update other social media platforms, including Facebook, X, etc.
- Implement a social media strategy for Christiania.
- Design promotional materials (flyers, announcements, posters, banners) for congregational ministries and events.
- Work with the office manager to maintain a current email/ mailing list for all correspondence.
- Work with the Office Manager to coordinate weekly prayer concerns, events, church ministry calendar updates.
- Encourage ministry leaders to share their stories and take photos of events to use in regular communications.
- Maintain archive for photos, stories and Logos and branding materials.
- Create (or assist in) a Communications expense budget and ensure it is followed.

- Maintain SignUp Genius to work with volunteers.
- Work side by side with other staff and members as partners in ministry.
- Monitor all email sent to communications@christianialutheranchurch.org

Knowledge, Skills, and Abilities:

- Ability to communicate clearly and to write well in a way that is both engaging and compelling.
- A theological understanding of Christiania's mission and the ability to express this throughout various forms of communication.
- Team player with a strong ability to work with many personalities.
- Strong time management and organizational skills and the ability to be detail oriented.
- Proven ability to manage multiple projects from beginning to end.
- Grammatical competency, including strong writing and editing capacity.
- Advanced computer competency.
- Knowledge of computer software programs such as but not limited to Microsoft 365, Adobe Creative Suite, Canva, Constant Contact, and ICON CMO.
- Willingness to learn new tools and resources for effective communication as they evolve.
- A heart to serve the church and a passion for using communication tools to reach others.

Education/Experience:

- Four+ years of communication experience.
- A high school diploma or general equivalent is required; a college degree is preferred.

Hours/Salary:

- Part-time. 15 hours/week.
- \$22/hour or higher based upon experience.