



**Nativity
Lutheran Church**

Communications Coordinator

Effective: August 19, 2021

Status: Half Time

FLSA: Non-Exempt

Nativity is looking for an emotionally intelligent individual with a passion for communicating effectively.

JOB SUMMARY: Oversee and implement Nativity communications ensuring effective, accurate and timely communications in all formats.

ESSENTIAL FUNCTIONS:

- Collaborate with Nativity Staff and volunteers in determining what communications are needed and in what formats.
- Optimize website communication, keeping website events and information up to date.
- Govern all church communication, both print and digital
- Develop and facilitate a strategy for social media channels
- Create and optimize processes to connect with guests online and in person
- Oversee church platforms like a blog, podcast, and/or church app
- Managing the use or creation of design assets
- Recruit, train and supervise volunteers of all ages

OTHER RESPONSIBILITIES:

- Participate in staff meetings, team meetings, retreats and workshops
- Maintain professional competence through continuing education activities

QUALIFICATIONS:

- An intimate understanding of design, copy and web best practices/guidelines
- Strong verbal and written communication skills, including writing/editing skills for print, web, email and social media
- Experience with a variety of software, including Adobe's Creative Suite (Cloud)
- Excellent leadership and communication skills with expertise and experience
- A strong understanding of brand development and multichannel marketing concepts
- Comfortable interacting with members and internal staff alike
- Communications or related degree
- Ability to work compassionately and effectively with a myriad of age groups
- Preferred proficiency in Microsoft Office programs and audio/visual tools
- Growing in relationship with Jesus Christ, the body of Christ, and God's work in the world

CORE COMPETENCIES:

Mission Ownership: Understands and is supportive of the mission, vision and values of Nativity Lutheran Church.

Initiative: Demonstrates ambition for self and the congregation; is highly motivated; enjoys hard work; is action- oriented and full of energy for things seen as challenging; seizes opportunity; pushes self and others to achieve desired results.

Interpersonal Skills: Demonstrates the ability to lead others. Demonstrates the skills of active listening and openly accepts constructive criticism. Productively engages and resolves interpersonal conflict. Holds others accountable in a spirit of love. Engages people with a positive and optimistic demeanor. Demonstrates strong and appropriate personal boundaries in relationships.

Public Communication: Demonstrates a comfortable ease when speaking in a variety of settings.

Collaboration: Has a natural orientation toward getting people to work together; shares wins and successes; fosters open dialogue; lets people finish and be responsible for their work; creates strong feelings of belonging among group members.

Decision Making: Makes effective decisions, balancing analysis, timeliness, wisdom, experience, and judgment; is aware of the long-term implications of choices made; is generally regarded as offering solutions and suggestions that are correct and effective.

Organizational Agility: Is astute about how congregations work; knows how to get things done through formal and informal channels; understands the importance of supporting good policy, practice, and procedure; appreciates the power in the culture of a congregation; is politically savvy.

Integrity and Trust: Is seen as trustworthy by others; practices direct, honest and transparent communication; keeps confidences; admits mistakes; doesn't operate with hidden agendas; responds to situations with constancy and reliability.

Ethics and Values: Honors the core values and beliefs of the organization in his/her choice of behaviors; consistently embodies appropriate behavioral choices in both stressful and nonstressful situations; practices the behaviors he/she advocates to others.

Personal Resilience: Learns from adversity and failure; picks up on the need to change personal, interpersonal, and managerial behaviors; deals well with ambiguity; copes effectively with change; seeks feedback; expresses personal regret when appropriate.

Spiritual Maturity: desires to grow spiritually has a personal spiritual growth plan. Demonstrates integrity by walking the talk and is seen by others as trustworthy and authentic; seeks the wisdom and guidance of appropriate mentors.

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