



Revised 2018_11_20

SJLMinistries - St. John's Lutheran Church, School, and Children's Center - Bakersfield, CA

Position: Communications

Accountable to: Pastoral Staff

Position Status: 32 Hr/Hourly (up to 40 Hr/Hourly)

Character and Nature of St. John's Employee

The individual in this role must be a devoted follower of Jesus Christ, a person of character and integrity who views the position as a calling from God. Their life must exemplify the Biblical purpose, philosophy, and doctrinal positions of St. John's Lutheran Church. They will work to maximize their potential through effective leadership and training. They see themselves as a valuable member of the ministry team and will work in harmony and respect with all staff and volunteers. It is our expectation that all staff will feel encouraged and appreciated in their ministry.

Purpose:

To communicate the beliefs, general information and activities of St. John's Lutheran Church and its ministries in various print and electronic media to inform, educate or persuade a person to become involved.

Position Summary:

This is a rapidly changing position in a rapidly changing world, requiring adaptability and continual improvement as technology and the way people communicate change. The online presence of this ministry is the front door to who we are, what we value and believe, and who we are trying to reach. The person who fills this position will be a vital part of our ministry team, and will need to grasp the priorities in what is a busy ministry, in order to help tell the stories of what God is doing here through His people.

Preferred Qualifications:

- Social media savvy across platforms (Facebook, Instagram, etc.), with the ability to schedule and post in an engaging way
- Website design and management, with extensions to mobile and apps
- Proficiency in Word, Excel, Outlook, Publisher, Adobe Photoshop, Adobe InDesign, Adobe Illustrator, and basic HTML
- Basic design principles (type, color, layout, composition) for weekly, bi-monthly, and other publications
- Writing skills in a journalistic style, as well as strong proofreading skills and attention to detail
- Photography composition and editing
- Knowledge of printing, publishing, and operation of office machines
- Ability to multi-task and meet deadlines
- *Must* work well with staff and volunteers as an ambassador for the ministry, and be able to cultivate a network of engaged volunteers to assist in photography, mailings, newsletter assembly, etc.
- Ability to organize bulk mail, work with advertising and newspaper

Please submit completed application to the St. John's Administrative Office.