



Eastern North Dakota Synod
Evangelical Lutheran Church in America
God's work. Our hands.

Connections Coordinator

About the Eastern North Dakota Synod:

The Eastern North Dakota Synod (www.eandsynod.org) is one of 65 synods of the Evangelical Lutheran Church in America (ELCA). We serve 190 congregations and additional ministries in the eastern third of the state. The office is located in Fargo, ND.

Position Summary:

The Connections Coordinator keeps us connected through digital communications and support for events. This position tells the story of the ministries of the Eastern North Dakota Synod. The position includes E-Newsletter, Facebook posts, creating marketing materials, website management, event registration, and details for events. The ideal candidate is proactive and very organized with these qualities:

- interact effectively with others on staff and within the synod
- meet deadlines and work under pressure
- plan, organize, and prioritize work responsibilities
- give the highest regard to confidential situations
- communicate effectively both orally and in writing
- lifts up stories of ministry throughout the synod
- create written content for communications

Position Details:

- Non-exempt, 10 - 12 hours/week with occasional night/weekend commitments
- Option to work remotely for part of the time

Responsibilities:

- 1) Coordination of synod wide communication
 - a. Electronic Publications
 - i. E-Newsletter
 - ii. Special Emails
 - b. Website Management
 - c. Social Media (Facebook)
 - d. Marketing materials for synod events and communications
 - e. Videos

- 2) Synod-wide event registration and support
 - a. Synod Assembly (early June)
 - b. Fall Theological Conference (September)
 - c. Lay School and SAM Events
 - d. Other

- 3) Other duties as assigned or necessary to maintain connections in ministry for the Eastern North Dakota Synod.

Accountability:

Responsible to the Synod Bishop and Associates with the Bishop; direct supervisor is the Associate with the Bishop for Formation and Administration.

Special Knowledge and Skills:

- 1) Understand and be committed to the ministry and mission of the Evangelical Lutheran Church in America and view the Church as a whole
- 2) Understand the Synod's mission and be able to articulate and advocate for the ministry
- 3) Exceptional attention to detail

Education and Experience:

- 1) Minimum two years' experience in Church Ministry or related field
- 2) Proficient experience in digital communications
- 3) Proficient experience with a variety of computer software applications and digital platforms for communications

Apply by sending a cover letter and resume to Deacon Laura Carson at deaconlaura@eandsynod.org. Applications will be received until the position is filled.