

Job Opening: Communication Manager

Location: Our Saviour's Lutheran Church, Naperville, IL

Position Type: Part-time (20-24 hours per week)

Benefits: Paid Vacation & Sick Leave

About Our Saviour's Lutheran Church

Our Saviour's Lutheran Church in Naperville, IL - a dynamic, inclusive congregation of the Evangelical Lutheran Church in America (ELCA) is seeking a skilled leader with vision, imagination, and a deep passion for connecting people through communication venues. We are a Reconciling in Christ (RIC) congregation, committed to affirming the dignity and worth of all people. We offer traditional, blended, and contemporary worship services across two nearby campuses and have been a thriving faith community for over 65 years. Our mission: To know Jesus and make Jesus known.

Position Summary

The principal focus of the Church Communication Manager is to develop and implement effective communication strategies that support the church's mission, vision, and ministry goals. This role ensures that all internal and external communications, digital, print, and verbal, reflect the church's values, foster community engagement, and clearly convey key messages to members, visitors, and the broader community.

The Communication Manager serves as the central coordinator of information flow within the church, maintaining consistency in tone, branding, and messaging across all platforms. They oversee social media, the church website, newsletters, event promotion, and public relations, ensuring each channel strengthens the church's outreach, ministry, and mission efforts.

Ultimately, the Communication Manager's focus is to connect people to the life and message of the church, inspire participation, and help the congregation grow spiritually and relationally through clear and creative communication.

Key Responsibilities

Digital Media

- Develop and manage content for Our Saviour's social media, email marketing, and digital media.
- Monitor and respond to the church's social media and online presence.
- Editing videos for social media purposes
- Website development based on the latest trends

Communication leadership

- Develop plans to targeted, effective, consistent communication and promotion of activities, including impact stories to the congregation via email, monthly newsletter, bulletin boards, church website, social media, etc.
- Plan and implement creative communications strategies for a cross-generational audience.
- Identify and resolve any issues with promotional content in a timely and professional manner.
- Build style and communication guidelines for staff and ministry leaders.
- Assess and report on the effectiveness of communication strategies.
- Meet weekly deadlines for publications and support materials.

- Creating announcement slides for weekly worship

Relationship Building & Community Engagement

- Build and lead volunteer teams to support communication initiatives such as writing articles, graphic design, videos, and photography for the needs of the church.
- Organize and direct promotional events.
- Recommend techniques to improve the organization's public image.
- Develop content and serve as the point of contact for media and public questions.
- Provide targeted, effective, consistent communication and promotion of activities, including impact stories, to the congregation via email, monthly newsletter, church website, social media, etc.
- Ordering outdoor banners for worship and special events

What We're Looking For

Qualifications

- Bachelor's degree in marketing, Communications, English, Public Relations, or Journalism
- A minimum of 2-3 years' experience working in a marketing or communications position (preferred)
- Excellent writing, verbal, and editing skills
- Possess a solid understanding of effective marketing techniques
- Ability to work with volunteer teams
- Be able to communicate clearly and effectively
- Strong time-management and organizational skills
- Strong Christian faith
- Comfortable with technology to create various communication venues including Word and Publisher, PowerPoint and Constant Contact
- Detailed knowledge of websites development and social media platforms
- Team-oriented, collaborative, curious
- Authentic, welcoming, caring spirit
- Strong influential skills
- Customer service mentality

Core Competencies

- Vision & Strategy – sets and manages communication strategies aligned with the mission of the church.
- Communication & Presence – communicates effectively.
- Leadership – collaborates, builds trust and rapport with ministry leaders.
- Team Development – recruits, trains, and supports communication volunteer teams.
- Cultural Competency – fosters belonging and inclusion.

To Apply

Please send your **resume and cover letter** to:
Jean Jepson at jeanjepson@oursaviours.com

We can't wait to meet the person God is calling to help lead the communication strategies at Our Saviour's!