



LORD OF LIFE POSITION DESCRIPTION

POSITION: Communications Specialist and Office Assistant

REPORTS TO: Director of Operations and Administration

POSITION PURPOSE: To glorify God by helping tell our stories through various forms of media and to provide expertise on effective communication that furthers the mission and ministry of Lord of Life Church.

ESSENTIAL RESPONSIBILITIES:

1. Perform an annual communication audit to evaluate the communication needs of Lord of Life Church, its members, the population it serves, and the community in which it resides. Make and execute recommendations for effectively reaching all of our demographics through various media channels.
2. Manage web communication (website and weekly electronic newsletter), social media (Facebook, Twitter and others as deemed necessary), scrolling announcements (TV monitors inside the building), reproduce and distribute sermon messages and assist with printed communication, including flyers and posters.
3. Work in partnership with leadership and members to find creative ways to reach out to new audiences through new and existing channels, such as online communities, blogs, and new web applications.
4. Work with technology providers to understand new applications that will help enhance and expand communications for our members and our community.
5. Promote Lord of Life, its events and ministries, through various media channels.
6. Photograph events as available.
7. Prepare press releases and ads for local newspaper.
8. Perform general office work and support as needed, including front-line reception, answering phones and assisting members who stop in the office.
9. Perform any other duties as assigned by supervisor.

STATUS: Part time non-exempt

WORKING CONDITIONS: Work will be performed within the building, at events (some off-site) and may be performed (when agreed upon) from home.

HOURS OF WORK: Monday through Thursday, 8:30 am - 5:00 pm, plus hours at events (may be on the weekends), off-site, and/or at home. Approximately 36 hours per week.

RATE OF PAY: \$13 - \$15 per hour, dependent on qualifications.

QUALIFICATIONS

- Creative, organized, fast learner with B.A. or B.S. in English, journalism, communications, or marketing. **Other majors considered if applicant has necessary work experience.**
- Knowledge of design and web-creation software; Microsoft Office; Constant Contact or similar email marketing software; Facebook, Twitter, and various photo and video file sharing sites. Understanding of HTML also helpful.
- Photography and videography skills a plus.
- Excellent writing skills with meticulous attention to details of grammar, style, and usage.
- Experience with answering phones, providing customer service, and general office work.
- Superb interpersonal skills that lead to the development of trusting relationships with people of various theological understandings.
- Ability to maintain focus and complete work in spite of frequent—sometimes constant— interruptions.
- Ability to listen and communicate clearly, to maintain excellent interpersonal and cooperative relationships involving leadership, staff and congregation members.
- Ability to plan, organize, prioritize and accurately follow through on work activities with time constraints and interruptions to meet deadlines as well as to work independently with a minimum amount of direction and/or supervision.
- Ability to remain flexible, resilient, calm, maintain a sense of humor and to regularly present a clean, well-groomed image.
- Ability to exhibit desirable and appropriate behavior including integrity, industriousness, sense of urgency and confidentiality and independent judgment to provide for a cohesive working environment dedicated to achieving Lord of Life's mission and goals.
- Ability to work effectively and respectfully with staff, managers, leadership and others with different working styles to achieve accountability and results using authority and influence sensitively to garner cooperation and maintain service excellence.

TO APPLY:

Send cover letter and resume to Michelle Anderson at MichelleA@lol.org.

Call Michelle at 763.427.1100 x128 with questions or for additional information.