

Communications Director
First Lutheran Church
Detroit Lakes, MN

Position Description

Position Title: Communications Director
Status: NON-EXEMPT – Full Time (32 Hours a Week)
Hourly Range: \$17.50 to \$19.25 per hour
Benefits: 401k w/ match, ICHRA (healthcare reimbursement), PTO and paid holidays, paid parental leave, group life, long term disability, and other as defined by Employee Handbook
Reports to: Lead Pastor

Primary Objective of Position:

Facilitate and curate communications within and from First Lutheran Church to enhance the functioning of the congregation's general ministries, and to help tell the story of congregational life.

Areas of Responsibility:

- ❖ Primary responder and receptionist to office phone and guests
- ❖ Create the weekly worship materials [orders of worship, bulletins and worship slides].
- ❖ Create, format, and distribute the monthly newsletter.
- ❖ Create and design marketing materials and emails to distribute to the congregation as needed.
- ❖ Update and maintain the First Lutheran Church website.
- ❖ Edit and format the weekly worship videos and post them to FLC social media.
- ❖ Share ministry updates via social media, texting, email, and bulletin boards.
- ❖ Oversee and implement any advertising and marketing needs as requested.
- ❖ Attend to the needs of the congregation and visitors in a timely, professional and friendly manner.
- ❖ Provide general office and reception support as needed. Become knowledgeable of all computer programs and office equipment. Help maintain a clean and welcoming reception and workroom environment.
- ❖ As a part of an integrated staff, keep regular office hours, participate in weekly staff meetings, ministry planning meetings and retreats as scheduled.
- ❖ Maintain a high level of confidentiality.

- ❖ Enact the mission of FLC in support of the pastors, staff, and congregation.
- ❖ Other duties as assigned.

Required Knowledge, Skills, and Abilities:

- a. Proficiency in Microsoft Word, Excel, PowerPoint, Publisher and Outlook.
- b. Proficiency in social media and website curation.
- c. Communication Skills – writing, verbal, nonverbal acumen.
- d. Interpersonal skills - able to work effectively with other employees, congregation and visitors.
- e. Organization - daily work and workspace.
- f. Time Management – able to assess the priority of tasks.

SCHEDULE

- Monday – Thursday: 8:30 AM – 4:00 PM
- Friday: 8:30 – 10:30

OFFICE LOCATION

- First Lutheran Church, Detroit Lakes, MN

HOW TO APPLY

- Go to www.firstlutheranchurch.com to apply! Please submit complete applications to pastorjoe@firstlutheranchurch.com

Application for Employment

Prospective employees will receive consideration without discrimination because of race, creed, color, religion, sex, age, national origin, disability, marital status, or any other legally protected category which the Church is obligated to recognize.



912 Lake Avenue, Detroit Lakes, MN 56501
 Phone: 218-847-5656
 Fax: 218-847-7009
 www.firstlutheranchurch.com

HR USE ONLY
Applicant # _____
Position _____

PERSONAL DATA

Name (last, first, middle)				
Street Address and/or Mailing Address		City	State	Zip
Position Desired	Telephone Number		Email Address	
Date you can start work	Salary Desired	Do you have a High School Diploma or GED? Yes No		

POSITION INFORMATION Check all that you are willing to work

Hours: Full Time Part Time	Days Evenings	Swing Graveyard Weekends	Status: Regular Temporary
Are you authorized to work in the U.S. on an unrestricted basis?			Yes No
Have you been told the essential functions of the job or have you been viewed a copy of the job description listing the essential functions of the job? Yes No			
Can you perform these essential functions of the job with or without reasonable accommodation?			Yes No

QUALIFICATIONS Please list any education or training you feel relates to the position applied for that would help you perform the work, such as schools, colleges, degrees, vocational or technical programs, and military training.

	School Name	Degree	Address/City/State
School			
School			
Other			

SPECIAL SKILLS List any special skills or experience that you feel would help you in the position that you are applying for (leadership, organizations/teams, etc.

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REFERENCES Please list three professional references not related to you, with full name, address, phone number, and relationship. If you don't have three professional references, then list personal, unrelated references.

Name	Address/City/State	Phone	Relationship

WORK HISTORY Start with your present or most recent employment and work back. Use separate sheet if necessary. (INCLUDE PAID AND UNPAID POSITIONS)

Job Title #1	Start Date (mo/day/yr)	End Date (mo/day/yr)
Company Name	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Reason for Leaving	Starting Salary	Ending Salary

May we contact your present employer? Yes No N/A

Job Title #2	Start Date (mo/day/yr)	End Date (mo/day/yr)
Company Name	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Reason for Leaving	Starting Salary	Ending Salary

Job Title #3	Start Date (mo/day/yr)	End Date (mo/day/yr)
Company Name	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Reason for Leaving	Starting Salary	Ending Salary

Job Title #4	Start Date (mo/day/yr)	End Date (mo/day/yr)
Company Name	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Reason for Leaving	Starting Salary	Ending Salary

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions or misrepresentations may result in my dismissal. I authorize the Employer to make an investigation of any of the facts set forth in this application and release the Employer from any liability. The employer may contact any listed references on this application.

I acknowledge and understand that the company is an "at will" employer. Therefore, any employee (regular, temporary, or other type of category employee) may resign at any time, just as the employer may terminate the employment relationship with any employee at any time, with or without cause, with or without notice to the other party.

Applicant Signature

Date