

Communications & Publications Specialist

Journey Lutheran Church – Onalaska, WI

Journey Lutheran Church is a congregation called by God to be the body of Christ in mission for the world. To that end we will be a congregation where everybody is welcome and invited, where people of all ages are nourished and grown in their spiritual journey, where people find joy, hope, meaning, and purpose, where people experience a sense of community and acceptance, and where we take seriously our role as stewards of God's creation.

Position Purpose: The position of Communications & Publications Specialist manages publications, the web page, phones, and visitors. This position creates and produces the newsletter, bulletins, announcements, and necessary church publications. An important function of this position is to extend hospitality to all who call or visit the office, whether members or non-members. This position performs all duties necessary to support the functioning of the church office and provide support to the Pastor and Ministry Teams.

Supervision: The Publications & Communications Specialist serves under the supervision of the Pastor.

General Responsibilities:

1. Greet and assist everyone who calls or visits the office
2. Handle all mail responsibilities
3. Manage the ICON System
4. Assemble, edit, and publish the weekly newsletter and any other church publications
5. Produce PowerPoint presentations for services
6. Produce weekly bulletins and announcement pages/projects
7. Actively participate in weekly staff meetings and other meetings as appropriate
8. Work effectively with community business representatives and vendors to ensure quality business relationships
9. Work collaboratively and as a team member with Journey staff, teams, and committees
10. Seek to constantly improve the efficiency and effectiveness of the church business operations
11. Work effectively with a wide variety of people within the congregation and community
12. Actively seek opportunities that support outreach efforts within Journey and the community
13. Conduct daily business activities that support the staff as well as the mission and vision of Journey
14. Maintain procedure manuals
15. Maintain web page and Facebook
16. Engages in other responsibilities as assigned by the Pastor, including but not limited to the Specific Responsibilities listed below

Skills/Knowledge/Qualifications:

1. Has ability to ensure confidentiality
2. Is reliable
3. Has theology and values that are recognized by the ELCA and are in harmony with Journey's mission, vision, and values
4. Has ability to organize and prioritize tasks
5. Has ability to warmly greet guests
6. Has excellent communication skills
7. Has effective written and verbal skills
8. Is a creative thinker
9. Has ability to work efficiently, both independently and within a team
10. Has proficient computer skills including Microsoft Word, ICON System, PowerPoint, Publisher, InDesign or other image design program
11. Has ability to create and edit video material

Experience & Education:

1. Associate degree in related field preferred (extensive experience may be considered in lieu of a degree)
2. High School degree or GED required
3. Experience working in an office/business setting
4. Experience working in a church ministry or other non-profit work environment preferred
5. Experience in the operation of office equipment
6. Experience working with various software programs including Microsoft Office

Schedule:

This is a part-time, hourly position, Monday through Friday. Approximately 18-20 hours per week with 3-4 hours daily located in the church office. Alternate hours are to be agreed upon and approved in advance by the Pastor. The position is not eligible for benefits.

Specific Responsibilities

Receptionist:

Manage the telephone. Greet and assist people who come into the office.

Mail:

Handle the mail responsibilities, including opening and delivering daily mail, creating bulk mailings, and securing adequate postage.

ICON System:

Maintain membership database, ensuring accurate filing of church records, transfer requests, births, baptisms, weddings, and deaths.

Publications:

Assemble information, edit articles, design layout, proofread, and publish weekly newsletter. Produce brochures, posters, fliers, advertisements, special publications, invitations, and handbooks.

Bulletins/projections:

Produce weekly bulletins and PowerPoint presentations for services in cooperations with the Pastor.

Announcement Page:

Gather, assemble and layout information to keep members up-to-date on congregational happenings.

Annual Meeting:

Gather all reports; design and publish a reader-friendly report to be presented to the congregation no less than 10 days before the Annual Meeting.

Church Calendar:

Create, publish, and help maintain church calendar.

Procedure Manuals:

Maintain and improve procedure manuals as necessary.

Web Page and Facebook:

Update and maintain Journey's website and Facebook page on a weekly basis.

Office Support:

Help other staff with miscellaneous duties including proofreading, mailings, making copies, postcards, certificates, etc. Monitor building security and function. Process background checks. Report music usage to licensing agencies. Order office supplies, cleaning supplies, and resource materials.

Community Outreach:

Develop and implement creative opportunities that actively support outreach efforts within Journey and the community through our website, social media, and advertising materials.