

Saint Andrew's Lutheran Church

2650 148th Avenue, SE
Bellevue, Washington

Office / Communications Manager

Job Brief

We, at Saint Andrew's Lutheran Church (SALC), are looking for an enthusiastic Office and Communications Manager to develop and direct our office functions, as well as external and internal communications. You will collaborate with church staff, lay leadership, committees, and our associated congregations to manage documents, interface with members and visitors, and produce high quality printed and electronic content which will enhance the effectiveness of the ministry of Saint Andrew's Lutheran Church.

The successful candidate will possess strong technical skills in office administration, website and publication software, demonstrated writing and communication expertise, and a history of working in a supportive team environment with staff and congregation members.

Responsibilities

- Manage document storage and control.
- Interface with staff, membership and the public to assist in getting their needs met.
- Manage membership information in the Breeze Church Management System
- Primary team member on integrating the Breeze ChMS into all areas of church management/communications.
- Maintain congregational calendar and schedule of building use by internal and external groups, using Espace software
- Respond to church email and voicemail messages as appropriate
- Maintain church bulletin boards
- Manage the maintenance of office equipment
- Order supplies as needed by staff and church working groups
- Prepare church mailings
- Clerical work and/or correspondence as designated by Pastor or staff
- Recruit and train volunteers as needed
- Be a primary contributor for the Communications Committee.

- Produce printed bulletins for all church services and special events including weddings and memorials/funerals.
- Design cover pages for bulletins, church reports, brochures, and other related projects.
- Produce and coordinate the distribution of Saint Andrew’s periodic news publications, both printed and electronic.
- Coordinate photographing and video recording of church events. Edit as necessary and use in media as appropriate.
- Coordinate production of the SALC Annual Report.
- Create PowerPoint presentations for meetings and other events, as needed, with content provided by church leadership and participants.
- Manage branding and style guides, ensuring uniformity in all communication platforms.
- Coordinate and publish a congregation photo directory every three to four years as budget and circumstances allow.
- Plan and oversee annual budget for communication activities.
- Stay abreast of important information from the broader church and related organizations.
- Create and maintain a social media calendar, including regular posting, responding to comments and messages, and creating ads for special events/services.
- Regularly review and update the church website.
- Post public church events (example: concerts) to online community websites (example: Bellevue.com).
- Research and purchase graphic design, publications, and digital software/hardware as needed.
- Ensure compliance with copyright laws and maintain appropriate copyright licenses and permissions.
- Greet and direct visitors when working on-site.
- Provide backup support including answering phones, receiving visitors, helping with staff projects and other clerical/administrative tasks as necessary.
- Collaborate productively with other Support Staff and with the Ministry Staff to ensure smooth functioning of the support activities and success of the overall church ministry.

Requirements and Skills

- General office experience
- Professional expertise in the suite of programs in MS Office (Word, Excel, PowerPoint, SharePoint, etc.)
- Highly organized and attentive to details

- Responsive and flexible in responding to a variety of needs
- Self-driven
- Able to work closely with staff, lay leaders, congregation members and visitors in a positive and harmonious way.
- Commitment to confidentiality when appropriate
- Strong journalistic writing, editing, and oral communication skills.
- Outstanding organizational and planning abilities.
- Experience using Church Management Systems (ChMS).
- Experience using Canva.
- Professional proficiency with the Adobe Creative Suite, Affinity Design Suite or other similar software.
- Image and video editing experience.
- Knowledge of current church graphic design styles.
- Graphic design experience.
- Significant experience in Internet-based communication and website management.
- Demonstrated budgeting and budget management experience.
- Strong knowledge of the church year and liturgical worship are assets.
- Proficiency with publishing on and managing social media platforms.
- Basic HTML and CSS knowledge

Position Expectations

- Expected to be full-time, but hours can be flexible depending on the needs of the congregation and individual
- Reports directly to the Lead Pastor
- With the approval of the Lead Pastor, hours can be a mixture of in-office or remote
- Yearly evaluation and review by the Senior Pastor with the assistance of the Human Resources Committee or Executive Committee
- Includes benefits as outlined in the SALC Personnel Manual
- PTO is accumulated as outlined in the SALC Personnel Manual

Salary Range

- The anticipated salary range is between \$65,000 - \$75,000 per year. To be determined by experience and qualifications for the position.
- Benefits include a healthcare stipend, Retirement Savings Plan, and PTO based on the SALC Personnel Manual.

Contact information

- Interested candidates should put together a cover letter and include a resume outlining relevant experience. Please also include contact information for 2 – 3 references.
- Deadline for job applications is **August 19, 2024**
- Send application documentation to:

Carolynn Ferris, Congregation President
Carolynn.ferris@outlook.com

cc: Pastor Lara Forbes
pastor@salc.church