



Communications Minister Job Description

This is a part-time position for a college student or young adult who is active or looking to be active within the St. Andrew's Lutheran Church & Campus Ministry community. The Communications Minister works in collaboration with the Campus Pastor, Board of Trustees, & Church Council.

This position focuses on the internal and external communication of the mission, vision, and programming at St. Andrew's Lutheran Church & Campus Ministry, with particular attention to our mission of sharing the love and grace of Jesus Christ with the campus and wider community. The Communications minister will work with the Pastor to manage social media, ensure we take photos at St. Andrew's events, and find new and creative ways to engage with our partners in ministry online.

Duties & Responsibilities

- Social Media
 - Collaborate with Pastor, Council, & Board to identify target audiences and define goals for St. Andrew's various communication platforms
 - Post regularly to Facebook and work with the Pastor to build engagement with alumni and donors.
 - Post regularly to Instagram and work with the Pastor to ensure a consistent strategy for student social media engagement
 - Create a monthly report and share with Pastor, Council, & Board
- Promotional Materials
 - Communicate regularly with St. Andrew's Council to know and promote upcoming events and activities
 - Develop a plan for photographing St. Andrew's events for promotional materials and collect photos and videos in a shared drive
- Administration
 - Participate in weekly staff meetings to ensure strong communication
 - Document work completed during the month, and lift up obstacles or challenges that need particular attention
 - Reach out to new students in partnership with the Music Minister, so first time students feel encouraged and welcomed into community

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Hours & Compensation

- Hours
 - 4-6 hours/week - depending on community activities
- Compensation
 - \$400/month - 9 month position from mid-August until mid-May
- Review & Evaluation with Pastor and Board, as necessary

Qualifications

- Strong people & communication skills
- Strong understanding of social media sites
- General technology knowledge and creativity
- Basic knowledge of Christian faith & Scripture

**Please send resume to Pastor@lutherancampuscenter.org,
and a cover letter that addresses the following questions:**

Why are you interested in this position?

How are you qualified for this position?

**Take a quick look at St. Andrew's Social Media presence. Where do you
think we have room to grow, and how could you help?**