



Calvary Lutheran Church

longislandlutherans.org

Calvary is seeking a communications coordinator to curate Calvary's digital and print materials and support the church's office needs, connecting people to the congregation's ministry.

Calvary began in 1963 and continues to this day as an affirming, growing congregation in the heart of Hauppauge, New York. The hiring of a communications coordinator is a step towards further growth as the church meets the ever-evolving needs the community in the twenty-first century. Calvary is looking for someone excited about the use of technology to make a difference in a non-profit organization, connecting with people on multiple platforms, while maintaining a consistent sense of branding across digital and printed materials.

This congregation is led by what we believe is God calling us to meet the needs of ministry in the modern world. In this position, someone who understands and is open to the spiritual nature of church would be a valuable addition to our team.

ESSENTIAL FUNCTIONS

1. Manages church's digital presence, including content creation and email lists.
2. Develops a social media strategy for the church.
3. Oversees print and digital media, ensuring consistent branding.
4. Organizes sign-ups, payments, and any needed ordering for programs.
5. Answers the office phone and checks voicemails.

OTHER RESPONSIBILITIES

1. Creates mailings as needed.
2. Distributes and saves council records.
3. Opens, distributes, and sends mail.
4. Communicates scheduling of worship leadership.

MINIMUM QUALIFICATIONS

Experience:

Using social media platforms (Facebook, Instagram, X, etc.).

Content creation (either personal or for a group/organization).

Familiarity with email marketing platforms (Mailchimp, Constant Contact).

Basic experience with digital or print design software (Canva, Adobe Spark, or similar).

MINIMUM QUALIFICATIONS, CONTINUED

Education:

Current enrollment in a college/university in a communications, marketing, digital media, or business administration; or two years related work experience.

Skills:

Proficiency in Microsoft Office Suite (Word, Excel, Powerpoint) or Google Suite. Knowledge of basic website management/content management systems. Wix is a plus. Willingness to learn new tools or strategies.

PHYSICAL REQUIREMENTS

Able to use a computer (keyboard, mouse) in an office for 8-10 hours per week.

CORE COMPETENCIES

Mission Ownership: Understands and supports the mission and vision of the congregation; can explain those to others; behaves in a manner congruent with them.

Interpersonal Skills: Establishes good working relationships with others; works well with people; builds appropriate rapport; avoids communication triangles.

Attention to Detail Attends to small pieces that affect the whole; follows up on missing items; resolves unanswered questions; keeps the larger picture in mind.

Aesthetic Awareness: Demonstrates an awareness of brand guidelines and their effect on the organization's media and on the trust participants have for the organization.

Initiative: Is action oriented and energetic about worthwhile activities; brings ideas to the table; sets objectives for self and others.

Communication: Is able to write clearly and succinctly; employs correct grammar and punctuation; Reliably delivers message in a tone appropriate to the context.

COMPENSATION

The position is compensated at a rate of \$17 to \$22 per hour for eight to ten hours per week commensurate with experience. Calvary is open to flexibility in scheduling, provided it works with other staff's office time.

HIRING PROCESS

To submit an application, please inquire with Calvary's Pastor, the Rev. Zachary Dean at pastor.zachdean@gmail.com, and include a resume.

After being successfully screened, the candidate will be invited to interview with Pastor Zach and a member of Calvary's personnel committee. Recommendations will be made about hiring to Calvary's church council (board), with whom hiring decisions rest.

Should the candidate, the committee, and the church council decide to move forward, a background check must be completed to comply with Calvary's safe church policy, and an Employee Statement of Acknowledgement must be signed after the candidate reviews the Employee Handbook.