**Bethany Lutheran Church Position Description**

**Coordinator of Media**

**Summary**

This full-time, benefits eligible (health, 401k match), position shall serve Bethany by developing and maintaining external and internal communications to ensure they are consistent with the Mission & Vision of the church, including reaching an audience outside of the Denver metro area, effective in their message, and creative in their presentation.

**1) Scope and Responsibility:**

* Create the internal and external communication of Bethany Lutheran Church, including, but not limited to, the below items:

\* The Beacon \* Bethany Website \* Bethany Social Media Accounts

\* Posters posted throughout the building \* Community Mailings/Advertisements

* Attend regularly scheduled staff meetings and, as required, Congregational Council meetings
* Coordinate with staff and lay leadership to collect, edit, and arrange articles for the regular publication of “The Beacon”
* Coordinate with staff and lay leadership to ensure the Bethany Website contains accurate and up to date information
* Oversee use of Bethany’s Social Media Accounts (e.g. Facebook, Instagram, etc.)
* Ensure consistency of information, messaging, and style across all communication platforms.
* Collaborate with the Lead Pastor to develop an overall communications strategy
* Collaborate with the Lead Pastor to develop a communications policy to govern the release of external messaging on behalf of Bethany Lutheran Church
* Create Promotions: Digital and Print
* Maintain Podcast postings and work to promote the Podcasts
* Construct regular email messages to the congregation
* Maintain Bethany’s YouTube page
* Create slides for live stream worship experiences
* Direct creative aspects of live stream worship
* Assist in office administrative tasks as a team with all office personnel

**2) Reporting and Accountability:**

The Coordinator of Media reports to and is accountable to the Lead Pastor, who in turn reports to the Executive Council.

**3) Collaboration and Authority:**

**Collaborative Team:** The Coordinator of Media collaborates with the Communication Team, as well as the Ministry and Executive Councils. Collaboration takes place within the office staff, the Pastoral, Music, and Faith Formation staff, Executive Assistant, and office staff.

The Coordinator of Media shall generally work four days during the week (Mondays required) and on Sunday mornings.

Acting based on the direction of the Lead Pastor and the Congregation Council, the Coordinator of Media will assist in the release of all communications, internal and external, that represent the voice of Bethany Lutheran Church to the community.

**4) Qualifications:**

* A team player, with a willingness and desire to be part of the multiple staff ministry of Bethany Lutheran Church, who works well with diverse groups and situations to fulfill the church’s mission, vision and goals
* Self-starter with the ability to initiate, create and follow-through on tasks
* Ability to learn new forms of media communication and ability to self-teach.
* Good communication skills, oral and written
* Proficiency with publishing software, MS Office, Social Media platforms, Constant Contact, Adobe products, and WordPress
* Capacity to oversee multiple projects/tasks ensuring deadlines/timelines are met
* Strong organizational and administrative skills
* Experience and/or familiarity with effective church communication and messaging
* Attention to detail
* Familiar with Lutheran liturgy and worship styles
* Video production experience a plus

**5)** The employment of the person in this position is in concert with rights and responsibilities, and policies and procedures outlined in the Employee Handbook of Bethany Lutheran Church, Cherry Hills Village, CO.

This salary range for this position is $47,000 - $52,000.

09/20/2021