

King of Glory Lutheran Church, Arvada, Colorado  
kog-arvada.org 303-421-9930

## **Job Posting**

# **Communications Specialist**

Reports To Senior Pastor

## **Job Overview**

The Director of Communications keeps the people of KOG connected when we are not physically with one another. The DC seeks to maximize interaction with KOG people beyond Sunday morning to maintain energy and awareness about opportunities and events. The DC will reach beyond our campus to make the community-at-large aware of what's happening at KOG through digital, social, and traditional means.

## **Responsibilities and Duties**

- Update website weekly
- Send weekly e-communication
- Maintain a regular social media presence
- Update electronic sign weekly
- Maintain minimal office hours/check voicemail outside of office hours
- Direct inquiries, confidentially if necessary
- Maintain web-based church calendar
- Be facilities use contact person, maintain facilities use agreements
- See to the maintenance of the server and copier
- Publish weekly worship material
- Prepare KOG Annual Report/Synod Report/Gov't Records

## **Qualifications**

- Education level: Bachelor's preferred, not required.
- Experience: 2+ years in digital communications/media, people-skills job, life experience valued
- Personal traits: flexibility, initiative, team player, organized, outgoing, intuitive, enjoy helping people get connected
- Specific skills: required: digital communications, social media

## **Hours**

- Part-time: 10-12 hrs/wk, flexible by church season
- Salary negotiable commensurate with experience, education, certifications