

**Well of Hope, ELCA**

1057 Park Street, Suite A  
Castle Rock, CO 80109  
720-439-0846  
woh.elca@gmail.com

**Job Description**

**Job Title:** Communications Specialist

**Reports to:** Mission Developer Pastor

**Job Description:** Part-time Communication Specialist (maximum of 20 hours per month). The Communication Specialist will design and implement an overall communications strategy to market and promote the ministry of Well of Hope. He or She will be responsible for external communications via web, mobile, print and social media platforms.

**Essential Duties:**

Create and maintain a user friendly/mobile compatible/intuitive website consistent with our brand and messaging.

Design promotional/advertising materials for use in digital and print advertising.

Design and implement signage.

Create and maintain social media strategy and content.

Assist staff and volunteers with communication needs.

**Other duties:**

Act as liaison to print shop to manage technical aspects of print production.

Steward communications budget.

Oversee metrics and data for all communication platforms.

Other duties as assigned.

**Expectations:**

Understand and accept Well of Hope's mission, vision, and welcome statements.

Experience in graphic design.

Ability to work independently from home.

Good communication and collaboration skills.

Please submit your resume to [woh.elca@gmail.com](mailto:woh.elca@gmail.com) July 1, 2019.