



## Job Description

Prince of Peace is a congregation of the Evangelical Lutheran Church in America  
*UP with God. IN through Community. OUT for the World.*

<b>Position Title</b>	Digital Communications Specialist
<b>Classification</b>	Part-Time (20/week)
<b>Team</b>	Communications
<b>POP Values</b>	<p>Faith: We value growing in our relationship with God</p> <p>Christ Centered Community: We value relationships in which we grow together to celebrate one another's joys and bear one another's burdens</p> <p>Service: We value providing for the needs of others in Jesus' name</p>
<b>Core Purpose</b>	The Digital Communications Specialist works in collaboration with the Communications Team to share the stories of Prince of Peace in the congregation and around our community.
<b>Essential Functions</b>	<ul style="list-style-type: none"> <li>Assist with creation of Prince of Peace's digital communication (website, social media and email marketing) including performing regular updates, scheduling posts and creating email campaigns.</li> <li>Support ministry leaders and volunteers in promoting events through taking pictures and creating promotional materials.</li> <li>Create graphics for web, social media and print that align with Prince of Peace brand standards.</li> <li>Track web, email and social media analytics (Google analytics and Facebook Insights) and provide quarterly updates on usage to Communications Director and other ministry leaders.</li> <li>Support online and hybrid classes and meetings as needed.</li> <li>Participate with the team in development of an overall communications strategy on an annual basis.</li> </ul>
<b>Competencies Required</b>	<ul style="list-style-type: none"> <li>Excellent written communications, problem-solving and proofreading skills.</li> <li>Demonstrated ability to manage multiple projects.</li> <li>Collaborative work style.</li> <li>Experience with Wordpress, minor HTML coding, Adobe Suite, MailChimp, Zoom/Teams A/V equipment and social media platforms.</li> </ul>
<b>Physical Demands</b>	Ability to sit at the computer for several hours at a time.
<b>Work Environment</b>	This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, A/V equipment, phones and photocopiers.

<b>Travel</b>	No travel is expected for this position.
<b>Education and Experience Required</b>	2+ years experience in communications with increasing responsibilities including organizational communications.
<b>Education and Experience Preferred</b>	Bachelor's degree in related field such as communications or marketing.
<b>Additional Eligibility Requirements</b>	N/A
<b>Supervisory Responsibility</b>	This position has no direct staff supervisory responsibilities.

*Disclaimer: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.*