

SHALOM MENNONITE CONGREGATION
POSITION DESCRIPTION

POSITION: Communications and Technology Specialist

POSITION REPORTS TO: Lead Pastor

POSITION SUMMARY: The Communications and Technology Specialist facilitates the flow of information between leaders, congregation, and the wider community, listening for key pieces of information and then using a range of communication strategies and tools to effectively reach the appropriate audience.

QUALIFICATIONS: The ideal candidate will demonstrate:

- Ability to write and edit
- Listening and interpersonal skills for helping staff and volunteers clarify communications goals
- Ability to design and implement communication strategies and campaigns using both digital and print tools available
- Demonstrated competence at learning and maintaining software and hardware necessary for information management
- Ability to work independently with minimal supervision
- Availability for some weekday, evening, or weekend meetings
- Ability to maintain confidentiality and congregational trust regarding sensitive financial, administrative, and personal information
- Person committed to and supportive of the mission and policies of Shalom Mennonite Congregation.

PHYSICAL REQUIREMENTS: Ability to function within the general range of an office environment. (Personal vehicle mileage can be reimbursed at the IRS rate, or other relevant transportation expenses submitted.)

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Attend weekly staff meetings, monthly council or congregational meetings. Take minutes and distribute them. Listen for specific things that need to be communicated -- dates, events, important changes or announcements.
2. Share information and engage audiences using email campaigns (weekly newsletter, etc), print material (i.e. weekly bulletin, bulletin boards & posters), email and texting tools inside Breeze, website, facebook, and public calendar updates.
3. Continue building and maintaining our church information infrastructure, currently: Breeze (a web-based database for attendee data and communication), Mailchimp, Google Apps (Gmail, Calendar, & Shared Drives), and WordPress
4. Advise and support pastors and Stewardship & Administration Team regarding office technology.
5. Prepare weekly worship bulletins, initiating weekly process of drafts and final edits, together with other worship planners. Distribute printed and/or electronic copies.

6. Coordinate and send email campaigns including weekly newsletter and pre- and post-worship information.
7. Monitor and respond to general congregational email, postal mail, phone calls, directory, sends out Administrative Council and congregational meeting minutes, including conference and denominational communication).
8. Maintains Shalom's online presence, making minor changes to the website, public calendar, and Facebook page.

TERMS:

- Hourly contract position, 10 hours/week, pay rate according to experience and education
- Ideally starts in September 2020
- Professional and skill development is encouraged upon approval of supervisor and availability of funds.
- Some regular work hours are needed for regular staff and team meetings, approximately one evening meeting per month, and three Sunday congregational meetings per year. Otherwise, work hours are flexible.

Congregational Chair

Date

Pastor

Date

Employee

Date