



Communications Coordinator-Naperville, IL

Are you interested in working for a Christian-based organization where you can develop a career in communications to support the Church? Are you a mission driven person looking to develop communications to increase engagement for the congregation and the community? If so, we would love to speak with you!

Position Summary: The Communications Coordinator executes and oversees all communications deliverables for all of Good Shepherd Church. Working closely with the Communications Director, this position will ideate, create, and execute a wide variety of ministry communication. This position will develop deeper connections between ministry leaders and the communications strategy of Good Shepherd Church. Ultimately this role will help ensure all our communication helps facilitate relevant engagement with our congregation, deeper discipleship to Jesus, and long-lasting connection to our community

Job Location: This is an onsite position in Naperville, IL.

Hours: 30-40 hours per week. Some evening and weekend hours required

Compensation: The compensation range is \$20-\$22.50/hour based on a part time position or \$42,000-\$47,000 based on a full time position and on education, training, and previous work experience.

Benefits: Part-time

- Paid time off including paid holidays, vacation, sick leave, and a personnel day.
- A discount on Good Shepherd Preschool tuition

Benefits: Full-time

- Paid time off including paid holidays, vacation, sick leave, and a personnel day.
- Health and Dental Insurance
- Life Insurance
- Employer contribution of 6% to retirement account
- A discount on Good Shepherd Preschool tuition

Organization Overview:

Good Shepherd Church is focused on serving the spiritual needs of our local community and on leveraging the time, talents and financial resources of people in this area to help others in our community, across the nation and around the world. Good Shepherd has over 20 employees and about 700 active members who attend congregation weekly. They also have over 15 different ministries to connect with members of the church ranging from children, teens, and adults as well as focused ministries such as grief support and mental health awareness. In addition, Good Shepherd has a preschool focused on early education for children 2.5—5 years old. To learn more about our church and different ministries, please visit <https://gshepchurch.org/>.

Responsibilities:

- Works closely with Communications Director to develop and execute plans for Good Shepherd's overall strategy
- Maintains, coordinates, and assists with the preparation of printed and digital content to increase awareness and understanding of the ministries and mission of Good Shepherd Church
- Works closely with ministry leaders to ensure plans are being executed in a timely manner that adheres to our existing brand standards and quality expectations, and that all ministry needs are met

- Coordinates with design and video team to cultivate all media content in a way that connects Good Shepherd Church to our greater community
- Manages volunteers to participate in communications ministry utilizing their passion and talent
- Seeks new technologies and opportunities to improve the effectiveness of print and digital communication
- Makes timely and consistent updates to the church's website, newsletters, and social media channels
- Manages overall content and communications calendar
- Tracks Google analytics and make adjustments to strategy depending on the data
- Attends Communication Team meetings, 1:1 meetings, and other all-staff meetings

Requirements:

- Completion of a Bachelor's degree in Communication, Public Relations, Marketing, or Journalism or 5 years of relevant experience. Experience at a church or nonprofit organization preferred
- Equivalent combination of education and experience sufficient to successfully perform the essential duties
- Growing personal relationship with Jesus, passion to share the Gospel and a commitment to understanding the Mission and Outcomes of Good Shepherd Lutheran Church
- Ability to commit to worship and serve with the Good Shepherd Lutheran Church
- Skill in English grammar, punctuation, editing, and spelling
- Knowledge of current practices in communication, print media, branding, graphics, web design, audio and video production
- Social media community management experience
- Ability to use word processing, spreadsheets, databases, graphic design software
- Ability to manage projects and multiple priorities simultaneously
- Ability to work effectively on teams

To Apply: If you are called to use your gifts in communications to support the mission and ministries of Good Shepherd Lutheran Church, we would love to hear from you! Please submit both a cover letter and resume to <https://goodshepherdlutheranchurch.recruitpro.com/jobs/314049-52777.html>

Good Shepherd Lutheran Church is an equal opportunity employer

Key Words: Communications Specialist, Social Media Manager, Communications Associate, Communications Coordinator