

Indiana-Kentucky Synod, ELCA

Job Title:	Communications Coordinator	Direct Report:	Synod Bishop
Location:	Indianapolis area	Travel Required:	~ 20%
Level/Salary Range:	Exempt (salaried), appropriate to experience and synod guidelines	Position Type:	Full-time (40 hours/week)
Date posted:	January 25, 2017	Posting expires:	February 15, 2017

Send resume and indication of interest to:

E-mail:

bishopbill@iksynod.org

Subject Line: Communications Coordinator

Attention: Bishop Bill Gafkjen

Mail:

Bishop Bill Gafkjen
 Indiana-Kentucky Synod, ELCA
 911 East 86th Street, Suite 200
 Indianapolis, IN 46240

Position Description

Overview

The Indiana-Kentucky Synod Communications and Office Coordinator reports directly to the bishop of the synod and serves to initiate, lead, and coordinate particular aspects of the synod's ministry, guided by the synod's mission, vision, priorities, and core values, in consultation with the bishop, and in partnership with other synod staff, the Synod Council, Conference Deans, and other synod leaders, members, and faith communities. It is expected that Communications Coordinator is a lay member of an ELCA congregation of the synod, a rostered ELCA Deacon, and/or a consecrated Deacon or Deaconess of the Lutheran Deaconess Association, and will be compensated according to synod standards and established practices. The three primary areas of responsibility for the Communications and Office Coordinator are (1) *Synod Communications*, (2) *Office Coordination and Management*, and (3) *Synod Assembly/Logistics*. Other duties and responsibilities may be assigned or requested by the bishop as needed for the sake of the synod's engagement in God's mission.

Synod Communications

- Establish, oversee, manage, and expand synod communications, including but not limited to email newsletters, social media, website, blogs, video, public relations, and all other publications, digital and print
- Oversee and manage the technological needs and equipment of the synod office and staff, including liaison with contracted IT services
- Liaison with ELCA Churchwide communications staff, public media, and other communication organizations and individuals

Office Coordination and Management

- On behalf of and in consultation with the bishop, oversee and manage personnel matters such as employee handbook and policies, work schedules, payroll and related concerns such as liaison with payroll service company and with Mission Investment Fund Synod Financial Services
- Liaison with landlord/building management

Synod Assembly/Logistics

- In consultation with the bishop and in partnership with the Assistant to the Bishop for Discipleship, plan and lead logistical aspects of the annual Synod Assembly, including but not limited to venue concerns, contracts, requests for proposal, registration process, fees, A/V needs and crews, and dates
- Oversee and partner with the synod's contracted meeting planner
- Lead and oversee all communications before, during, and after the Synod Assembly

Qualifications

- Active lay member of an ELCA/Indiana-Kentucky Synod congregation, ELCA rostered Deacon, or LDA Deacon or Deaconess or equivalent
- Commitment to and support of the synod's mission, vision, priorities, and core values (see below)
- Familiarity with ELCA, synod, conference, and local mission center relationships, structures, themes, messaging, and means of communication
- Ability to work readily, energetically, and effectively as a member of a team and in support of shared mission
- Proficiency at identifying the gifts and skills needed for a task and employing the gifts and skills of others in service to those tasks
- Demonstrated ability to initiate and create clear and effective communications of various forms and to effectively steward content created by others

Preferred Skills

Proficiency with social media and applicable computer technology. An eye for clear, attractive, and effective communication content and layout, both print and digital. Ability to network, both digitally and in person. Creative, even playful, imagination. Willingness to engage and initiate experimentation. Attention to detail, including familiarity with budgets, financial operations, contracts, schedules/agendas and related resource and equipment needs. Ability to work well with others, engage and administer personnel policies and procedures, and to manage intra-office relationships. Ability to identify and negotiate concerns like contracts, space needs for meetings, and venue/vender relationships responsively and with integrity.

Synod Mission

Empower, equip, and encourage the people of God to make Christ known

Synod Vision

Every person a missionary, every leader a mission director, every faith community a mission center

Synod Priorities

1. Develop and support missionary leaders, both rostered and lay
2. Deepen and expand collaboration and communication
3. Cultivate local faith communities as mission centers
4. Form and send faith-filled disciples

Synod Core Values

- We are Christ-centered and mission focused.
- We collaborate with one another within and beyond the synod in a spirit of trust and the mutual welcome of one another's gifts and perspectives.
- We communicate in ways that take seriously our interconnectedness and interdependence.
- We are compassionate with one another and with all.
- We are committed both to excellence and to risk-taking.
- We share decisions and accountability and live in the forgiveness and freedom of the Gospel.