

Emmanuel Covenant Church

513 Tanglewood Drive * Shoreview, MN 55126 * (651) 757-3471

Communications Specialist

Our Communications Specialist collaborates with staff and volunteers to ensure excellence, effectiveness, and consistency in the vital areas of internal and external communications.

Reports to: TBD
Hours: 15 hours/week

Core Responsibilities

1. **Personal development.** Exercise personal leadership through:
 - a. Setting healthy boundaries and exercising admirable self-care
 - b. Continual self-alignment with our Leadership Compass and Membership Covenant
 - c. Initiating professional growth and development
 - d. Building and strengthening relationships with coworkers, volunteers, and others who consider ECC their church home
2. **External messaging.** Help us reach continually higher levels of effectiveness by developing and implementing strategies that:
 - a. Inspire and equip our members to reach out to family, friends, and neighbors
 - b. Connect those who are looking for a church like ECC with ECC
 - c. Maximize our relationship with the Shoreview Community Center
 - d. Increase our overall visibility in the Shoreview area
3. **Internal communication.** Help us reach continually higher levels of effectiveness through:
 - a. Continually improving our systems, strategies, and tools (i.e. ECC's "Communication Guide")
 - b. Serving as a consultant, trainer, and resource for our staff and volunteers
4. **Media.** Ensure effective development and management of information and resources by:
 - a. Ensuring brand consistency across the ECC footprint
 - b. Building outstanding relationships with vendors and ministry partners
 - c. Proactively ensuring that our electronic and print media look great, achieve their intended purposes, and are both error free and up to date (this includes, but isn't limited to, our web-based communications and SEO, Fellowship One, Planning Center, Exact Target, social media, graphic & digital design, video, email, signs, bulletins, brochures, and information tables & displays)
 - d. Maintains a working knowledge of ECC's multimedia software (ProPresenter) in order to train others, create slideshows, and present slideshows on an as-needed basis
 - e. Ensuring that we're effectively recording and archiving our journey (capturing images and video, gathering stories, etc).
 - f. Ensuring compliance with applicable laws and policies
5. **Other:** As a vibrant and growing ministry, there is no way to anticipate all of the tasks and challenges that lie ahead. Supervisory leadership reserves the right to assign responsibilities based on needs and revise this Position Profile accordingly.

Communications Specialist

Date

Chris Studenski, Senior Pastor

Date