COMMUNICATIONS COORDINATOR

Hours: 8 - 10 hours a week
Location: Flex
Salary: $17/hr

Responsibilities -

- Updating and maintaining website
- Weekly communications including: bulletins, email blasts, and posting worship live streams
- Monthly communications including: newsletter, website updates, report to council
- Managing and updating digital sign
- Managing and regularly updating social media platforms
- Collaboration with staff and volunteers
- Seeking, gathering, and curating information from Salem staff and volunteers for communication and advertising purposes
- Creating and distributing advertising for Salem events
- Annual report and assistance in creating budget

Minimum Qualifications -

- Faith-filled, prayerful and willing to share the faith with ELCA theology
- Education: High School Diploma or equivalent
- Experience: Entry Level – Professional Experience not required but beneficial
- Proactive communicating with staff and church leaders
- Ability to meet deadlines
- Skills:
    - Proficiency in Microsoft Office/Adobe Acrobat
    - Familiarity with the following social media platforms
        - Facebook
        - Youtube
        - Instagram
    - Understanding of Google Workspace
    - Strong proofreading skills

Preferred Qualifications -

- Experience with Wordpress
- Working knowledge of Canva
- Initiative and creativity

September 2026