



TRINITY LUTHERAN CHURCH

Communications Director

Classification: Part-time

Location: Trinity Lutheran Church, 508 Center St, Ashland, OH 44805

Compensation: Salary commensurate with experience

Reports To: Director of Operations

Summary:

The Communications Director plays a vital role in engaging church members and promoting the church's mission through innovative communications strategies and campaigns. This position oversees all internal and external communications, including print, digital media, email marketing, social media, and the church website. The ideal candidate will have excellent writing skills, graphic design abilities, project management experience, and proficiency with communications technology. This is a part-time position reporting to the Director of Operations.

Responsibilities:

- Develop and execute comprehensive communications plans to increase church engagement and awareness
- Create visually appealing print and digital materials including newsletters, flyers, graphics, website content, and presentations
- Manage all social media accounts; develop relevant content and engage with followers
- Oversee email marketing campaigns for announcements, events, etc.
- Collaborate with staff to regularly update website content and enhance user experience
- Promote church events through advertising and community outreach
- Establish and maintain media relationships to promote the church
- Recruit, train, and manage communications volunteers
- Oversee livestream broadcasts and upload sermon recordings

The Ideal Candidate Will Bring:

- Bachelor's degree in Marketing, Communications or related field
- 3+ years experience in a communications role, preferably in a church or nonprofit
- Excellent writing, editing, and verbal communication abilities
- Knowledge of email marketing, social media, and website management
- Proficiency with Google Workspace/G-Suite, Adobe Creative Suite, WordPress and Canva



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- Strong project management, organizational skills, and attention to detail
- Commitment to the church's mission and values
- Regular participation in the worship life and special events of the church

Enthusiasm and willingness to learn are essential for success in this role.

To apply for this position, please email your resume to trinity@trinityashland.org