

**First Evangelical Lutheran Church**  
**3604 Chatham Road**  
**Ellicott City, MD 21042**

**Position Title:** Director of Communications

**Reports to:** Senior Pastor Effective: July 1, 2017

**Directly Supervises:** N/A

**Status:** Part-time

**FLSA:** Salaried, Exempt

**Job Summary:**

The Director of Communication directs, develops and supports the congregation's communication processes in living out its mission of Welcoming, Growing and Sharing in God's Grace by telling the story of God's work in this congregation.

**Essential Functions:**

- Creates and delivers communication pieces, across a variety of media, which engages the congregation and community in the ministry of the congregation.
- Keeps FELC electronic media (email blasts, on-line weekly announcements, various social media platforms and internet site) up-to-date.
- Serves as a resource for committees and ministry teams in crafting communications strategies and process in support of various ministries and events.
- Shares information from FELC with communications media representatives.
- Prepares and submits budget for annual Faith Spending Plan.

**Other Responsibilities:**

- Attends weekly staff meetings.
- Attends congregation council meetings

**Minimum Qualifications:**

- Specialized education in communications (or currently enrolled in a program).
- Strong commitment to intergenerational, multicultural and inclusive ministry setting.
- Technical expertise in electronic delivery of communications media.
- Proficiency using various social media platforms
- Valid driver's license.

**Physical Requirements:**

- N/A.

### **Core Competencies:**

- **Mission Ownership:** Demonstrates understanding and full support of the mission, vision, values and beliefs of the congregation; can demonstrate those values to others; consistently behaves in a manner congruent with the mission, vision, values and beliefs.
- **Interpersonal Skills:** Establishes good working relationships with all others who are relevant to the completion of work; works well with people at all levels of the congregation; builds appropriate rapport; considers the impact of his/her actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.
- **Communication:** Is able to deliver a message clearly, articulately and with appropriate emotion (when verbally delivered) in a variety of settings; demonstrates communications styles appropriate to the situation at hand; adjusts the message, without losing the essence of the message, depending on the circumstance and the listener; is able to write clearly and succinctly; employs correct grammar, punctuation and patterns of speech.
- **Helping Orientation:** Demonstrates concern for and attends to the needs of the congregation's internal and external constituents; projects a sense of empathy and understanding when dealing with members and friends of the congregation; is able and willing to supply answers and resources that others find satisfying.
- **Team Orientation:** Demonstrates interest, skill and success in team environments; promotes group goals ahead of personal agendas; steps up to offer self as a resource to other members of the team; understands and supports the importance of teamwork; shares credit for success with others; takes responsibility for his or her part in team failures.