



Dear Applicant,

Thank you for your interest in working with us at Zumbro Lutheran. We're looking forward to adding new members to our staff team.

Zumbro Lutheran Church is a multi-generational congregation of about 1100 households. We are continuing to live into our identity as a downtown church located in Rochester, MN. The neighborhood around us is quickly evolving into a dynamic residential and commercial district. Our mission of building bridges of understanding and peace, reaching out with compassion, and sharing the hope of Jesus guides the life of the congregation and ministries we carry out.

We are currently accepting applications for the Communications Director position until June 24, 2019. To apply, please do the following:

1. Review the attached job description and consider if God might be calling you to serve in this way.
2. Submit your cover letter and resume to me via email at [pastorvern@zumbrolutheran.org](mailto:pastorvern@zumbrolutheran.org).
3. Please include two recent examples each of your writings and graphic design projects.

I am happy to answer questions as you discern your interest in this position. You may contact me via email or by phone at (507) 288-2649.

May God bless you in your discernment,

*Pastor Vern*

Pastor Vern Christopherson

(507) 288-2649  
624 Third Ave. SW  
Rochester, MN 55902

[www.zumbrolutheran.org](http://www.zumbrolutheran.org)

# Communications Director

## Position Purpose

The Communications Director oversees strategy and implements effective media for the congregation and the wider community that demonstrates what God is doing through the mission and ministry of Zumbro Lutheran Church.

**Reports to:** Pastor of Mission

## Qualifications

- Bachelor's degree or significant experience in a communications-related field
- Demonstrated effective writing, editing, and verbal communication skills
- Demonstrated creative graphic design skills
- Experience in MS Office and Adobe Creative Suite
- Ability to work collaboratively with staff and lay leaders to clearly articulate the mission of the organization
- Professional experience with social media platforms preferred (i.e. Facebook, Twitter, Wordpress, and MailChimp)
- Basic knowledge of website management including html coding preferred
- Experience in video production and editing preferred
- Comfort working in a church setting, with some exposure to the inner workings of a congregation preferred

## Responsibilities

1. Collaborate with staff and lay leaders to develop, promote, and market the mission and ministries of Zumbro Lutheran Church.
2. Produce and set standards for Zumbro's print media, including the monthly newsletter, weekly Life of Zumbro (snapshots of Zumbro's events and volunteer sign-up opportunities), other print media, and communications.
3. Manage Zumbro's web and digital media presence by establishing and maintaining standards for digital media, including weekly mass email communications, blogs, website, social media, digital signage, and video production.
4. Participate in staff meetings and strategic visioning conversations.
5. Communicate the importance of our ministry to the wider community through local media and advertising.
6. Perform other duties as assigned by supervisor.

## Status

Full-time Exempt