

NORTHEASTERN IOWA SYNOD, ELCA

Position Description

The employees of this synod, in all their services - both within the synod and in the fulfillment of the Church's mission in the world - shall carry out the duties to which they are assigned in faithfulness, to the faith and mission of the Evangelical Lutheran Church in America.

TITLE: Communication Coordinator

REPORTS TO: Assistant to the Bishop (Administration)

POSITION SUMMARY

The Communication Coordinator provides services for synod ministries, including the synod website, printed publications, video editing, and synod events. This is a non-exempt position; 32 hours/weekly.

PRIMARY RESPONSIBILITIES

1. Update, maintain, and enhance the Synod website and social media accounts in partnership with staff-provided content, as well as updating forms and performing regular updates as needed.
2. Write, prepare, and edit the bi-monthly synod newsletter – “The Star”, and complete the final layout.
3. Prepare weekly e-newsletter.
4. Refine the rough cut, making decisions about pacing, shot selection, and story structure to enhance the overall narrative of staff-provided video footage. Integrate visual effects, sound design, music, and dialogue to create a high-quality finished video.
5. Design printed materials (i.e., brochures, bulletins, inserts, posters, letters, etc.) for synod events, ministries/networks, fundraising campaigns, website, etc., in collaboration with synod staff.
6. Respond to or forward emails received through the Synod’s general contact page and web admin email addresses.
7. Make updates and maintain “The Star” newsletter mailing list in Realm (database software) as needed.
8. Coordinate the Synod’s branding style and printing for letterhead, business cards, logo use, fonts, etc.
9. Assist the Receptionist in welcoming and greeting guests, answering phones, taking messages, and/or referring callers to the appropriate person when necessary.
10. Prepare printed and digital information for the Synod Assembly.
11. Write and submit news items for social media and electronic newsletters.
12. Take photos at events and for other projects as requested; edit and prepare for printing, website, etc.

13. Other duties as assigned.

QUALIFICATIONS

1. College degree preferred.
2. Experience in creating, writing, and editing.
3. Experience in working with websites.
4. Experience editing video footage preferred.
5. Good interpersonal communication skills (verbal and written).
6. Ability to maintain confidentiality in all matters.
7. Ability to coordinate projects in a timely and organized manner.
8. Ability to meet deadlines and work under pressure.
9. Preferred experience with: MS365, Realm database software, Acrobat Pro, InDesign, Photoshop, WordPress.
10. Office and secretarial experience are desirable.
11. Background check required.

Updated: August 2025