

LUTHERAN FOUNDATION OF ST. LOUIS Job Description

Title: Events & Communications Coordinator

Reports to: Executive Director, Send Me St. Louis

Status: Part-time, non-exempt, no benefits

Hours: 20 – 25 hours; specific (consistent) schedule TBD

Pay: \$22 – \$25 per hour

About Send Me St. Louis and Lutheran Foundation of St. Louis

Send Me St. Louis (SMSL) and Lutheran Foundation of St. Louis (LF) are sister organizations, with SMSL focused on capacity building and LF on funding. SMSL focuses its efforts on building the capacity of St. Louis area churches and faith-based nonprofits around the areas of effective community engagement and volunteer management, with the hope that the church (corporately and individually) will engage their unique role in the community. LF has made gifts totaling over \$115 million in its 35+ years of existence and desires to see the Church brought into the lives of hurting people and people included in the healing life of the Church.

Position Summary

While this person is an employee of LF, the part-time position is contracted to SMSL, where most of the work resides. This position also provides some support to LF.

The Events and Communications Coordinator is responsible for developing and carrying out various communications efforts and managing multiple events in support of SMSL's and LF's overall goals.

Duties & Responsibilities

Events:

- Coordinate logistics for all events and trainings/workshops (site coordination, materials, supplies, communication with registrants, ordering food, etc.).
- Support the identification and development of workshops/trainings. Secure resources, handouts, websites, etc. that complement workshop.

Communications:

- Develop, implement, and evaluate an annual communications plan that leverages a diverse set of communications vehicles (i.e., e-blasts, brochures, catalogs, websites, social media, etc.) to create awareness, momentum, and clear "calls to action".
- Coordinate website maintenance—ensure that new and consistent information (article links, stories, events, and blogs) is posted regularly.
- Determine appropriate social media strategy and manage activity.
- Identify and maintain up to date online library/resource materials on Christian-specific volunteer management and healthy community engagement/service trends, tools, data, etc.
- Connect/refer individuals/groups to community resources upon request.

Other:

- In coordination with the Executive Director, manage evaluation efforts to determine organizational effectiveness.
- Actively participate in Send Me St. Louis team meetings.
- Other duties as assigned.

Qualifications & Skills**Character, Personality, and Values**

- Demonstrates good judgment and Christian character.
- Knowledge of the Christian faith and nonprofit community in St. Louis.
- Familiarity with The Lutheran Church-Missouri Synod preferred.
- An understanding of the value of volunteers and healthy community engagement ministry. An enthusiasm for sharing this understanding.
- Excellent organizational skills in managing multiple tasks with close attention to details.
- Ability to be self-motivated and disciplined.
- Ability to work in a team environment.

Events

- Experience developing, administering, and hosting events.
- Ability to adapt when things do not go according to plan (i.e., technology does not work).

Communications

- Experience with communication/technology platforms - email (i.e., Mail Chimp), websites (i.e., WordPress), social media, presentation software (Zoom, PowerPoint, etc.), and Customer Relationship Management (CRM) software (i.e., Blackbaud).
- Ability to learn about and utilize new/emerging technology platforms and tools.
- Experience in designing visually appealing materials.
- Strong verbal and written communication skills.

Other:

- Ability to sit at desk for extended periods of time.
- Sufficient mobility to move to various locations in and out of the office for site visits, presentations, trainings.
- Sufficient vocalization for making presentations, speeches, conduct trainings.
- Sufficient visual ability to focus attention on extended use of electronic documents and websites.
- Ability to occasionally lift 25-pound item and move item ten feet.
- Bachelor's degree required.
- Must be able to occasionally work early mornings and evenings.

Lutheran Foundation promotes an equal employment opportunity workplace which includes reasonable accommodation of otherwise qualified disabled applicants and employees so long as this does not create an undue hardship on the Foundation or affect the health and/or safety of others at work. Please see the President/CEO should you have any questions about this policy or these job duties. This job description may not be all inclusive and employees are expected to perform all other duties as assigned and/or directed by the President/CEO. Job descriptions and duties may be modified when deemed appropriate by management.

Employment with Lutheran Foundation is on an at-will basis. The employee is free to resign at-will at any time, and Lutheran Foundation may terminate the employment relationship at-will at any time, with or without notice or cause, so long as there is no violation of applicable federal, state, or local laws.