

Director of Communications

The **Central/Southern Illinois Synod (ELCA)** consists of 120 the congregations of the Evangelical Lutheran Church in America in central and southern Illinois. The Synod staff consists of a bishop and 7 other persons, full and part time. The central office is located in Springfield, IL. This position supports the overall mission of the Synod by assisting the Synod (congregations, ministries, and multi-congregation ventures) to present itself well.

Core Competencies:

- **Ethics and Values:** Honors the core values and beliefs of the Evangelical Lutheran Church in America in his/her choice of behaviors; consistently embodies appropriate behavioral choices in both stressful and nonstressful situations; practices the behaviors he/she advocates to others.
- **Integrity and Trust:** Is seen as trustworthy by others; practices direct, honest and transparent communication; keeps confidences; admits mistakes; responds to situations with constancy and reliability.
- **Attention to Detail:** Consistently attends to the many small pieces which must be assembled into an organized whole; keeps the larger purpose of the synod in mind while tending to the smallest of details.
- **Interpersonal Skills:** Establishes and maintains good working relationships with all others who are relevant to the completion of work; builds appropriate rapport; considers the impact of his/her actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.
- **Technical Expertise:** Demonstrates the technical skills required to execute proficiently the essential functions of the job, including skills in website management, web posting, social media, audio/visual production, digital document creation, graphic design, and familiarity with the software programs associated with these functions; continually seeks to develop those skills further, striving for mastery of technical proficiency. Education or past experience with the outlined technical expertise.
- **Time Management:** Is able and willing to focus time on tasks that contribute to organizational goals; Uses time effectively and efficiently; values time and respects the time of others; concentrates his/her efforts on the most important priorities; can appropriately balance priorities.
- **Written Communication:** Is able to write clearly and succinctly; employs correct grammar, punctuation and patterns of speech; clearly delivers message in a tone appropriate to the context.

Essential Functions:

- Develop and implement a comprehensive communication strategy and communication infrastructure to promote, enhance, and protect the synod's mission and ministry.
- Develop communication databases and networks of synod congregations engaged in youth ministry and campus ministry.
- Provide synod website management, web posting, audio/visual production, and digital document creation in support of synod staff, synod ministries, and synod committees. The expectation is that the synod website be current and error free.
- Follow ELCA Churchwide Organization press releases and informational notices for possible inclusion in synod communications.
- Provide counsel to congregations in establishing or enhancing the congregation's online presence.
- Peruse congregational newsletters that come to the synod office for possible items to include in synod communications.
- Become familiar with the respective purpose, scope, and frequency of current communications.
- Other duties as assigned by the synod bishop.

The Director of Communications is responsible to the bishop, who, in turn, has supervisory responsibility to the Director of Communications.

Presence in the central office at least two days per week is expected. Periodic travel beyond the Springfield area may be expected.

The position is potentially full time, exempt, and would provide benefits (health insurance, retirement fund, vacation, and sick leave). Degree in journalism, English, communications, graphic design, and/or marketing preferred; knowledge and appreciation of Lutheran theology helpful; aptitude in use of web technology and current social media applications necessary. Submit cover letter, resume, and salary requirements. Equal Opportunity Employer. Applications will be accepted until the position is filled.