

## IOWA DISTRICT EAST – LCMS JOB DESCRIPTION

**JOB TITLE:** Communications / Technology Coordinator

**REPORTS TO:** Business and Office Manager

**SALARY LEVEL:** SL I-A

**POSITIONS SUPERVISED:** None

### **BASIC FUNCTION:**

Work directly with the Business and Office Manager and office personnel to develop and execute a strategic communication plan, maintain office technology solutions and produce valuable resources for the congregations and schools of Iowa District East.

### **DUTIES:**

#### **1. INFORMATION TECHNOLOGY (IT) TECHNICIAN**

- a. Continue development of office networking, vendor management systems, and hardware/software management.
- b. Maintain the district server (MS Server 2012), network, hardware, and software – Includes routine troubleshooting, daily backups, updates to anti-virus and spam software, and patch management.
- c. Equip staff with skills necessary to fully utilize the network (Microsoft Exchange).
- d. Research and recommend on-going development of equipment and electronic systems (electronic voting, on-line registration, on-line gift giving, etc.)
- e. Maintain office equipment.

#### **2. WEBMASTER**

- a. Administer Iowa District East website to keep content and design current. (WordPress)
- b. Email administrator for the District – Includes customer support and Microsoft Exchange Management
- c. Debug issues that arise with performance of the website.
- d. Hosting and Server Maintenance.
- e. Serve as a resource for the congregations of Iowa District East by making recommendations for websites and services.

#### **3. DISTRICT COMMUNICATIONS / RESOURCES**

- a. Develop and publish annual District directory.
- b. Serve as conference / workshop communications coordinator. Develop and distribute registration materials, maintain registration lists (Eventbrite), prepare conference handouts, and coordinate on-site conference check-in.
- c. Work with other staff in development of print and electronic publications/mailings of the District. Includes, but not limited to, Professional Packet, IDE Today, BOD minutes, committee minutes, etc.
- d. Design, implement, and maintain database system.
- e. Print envelopes, letterhead, business cards (as needed).
- f. Other duties as assigned by Business and Office Manager, Executive Assistants, or District President.

#### **4. BUSINESS OFFICE ASSISTANT**

- a. Back-up to Business & Office Manager for accounts receivable and accounts payable.
- b. Assist with congregational treasurers' mailings / invoicing.

## 5. CONVENTION COORDINATOR

- a. Develop and distribute registration materials for District and Synodical Conventions. Prepare District Convention Workbook and Proceedings.
- b. Serve as District Convention Registrar.
- c. Serve as District Office Contact for convention delegates.
- d. Compile and maintain a central listing of pastoral and lay delegates.
- e. Assist in "convention office" in preparation (typing and copying) of overtures from the floor committee chairmen to convention floor in a timely fashion.
- f. Coordinate District Convention Exhibitors.
- g. Coordinate A/V needs with vendors, site personnel, and presenters.

*Other duties as assigned.*

### LIMITS TO AUTHORITY:

- All purchase and expense decisions must be in compliance with the current annual budget and must be approved by the Business and Office Manager prior to purchase or implementation.

### POSITION QUALIFICATIONS:

- Self-Starter and problem-solver.
- The ability to solve practical problems with a variety and a number of variables, and with limited standardization. Use judgment to interpret instructions.
- The ability to follow detailed written or oral instructions and to solve problems with multiple, concrete variables. A bachelor's degree in marketing, communications, commercial art/website design, or business administration, or a Webmaster certification is preferred.
- A proven proficiency in all Microsoft applications (Word, Excel, PowerPoint, Publisher) and the ability to operate basic accounting software.
- A general working knowledge of computer networking and IT applications to include Windows Server 2012, Microsoft Exchange, Windows 7.
- Demonstrated knowledge of WordPress CMS platform.
- Organizational ability in order to maintain accurate records and maintain high standards of quality, neatness, and attention to detail over time.
- Ability to present a neat and professional appearance.
- It is preferred that this position is occupied by an individual who is a member in good standing in a congregation of the Lutheran Church-Missouri Synod.

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Please send resume and cover letter before **Friday, April 14, 2017**, to:

Sherry Brendes  
Business & Office Manager  
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