

IOWA DISTRICT EAST – LCMS JOB DESCRIPTION

JOB TITLE: Communications / Events / Technology Coordinator

REPORTS TO: Business and Office Manager

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. Effective communication involves regular interaction and coordination with the missions and services of the Iowa District East. The purpose of communication to the Iowa District East has several tiers, but its main purpose is to show the work of the church within the Iowa District East and to connect pastors, church workers, leaders, laypeople, and youth to ways in which they can serve, participate, and contribute.

DUTIES:

1. DISTRICT COMMUNICATIONS / RESOURCES

- a. Develop and publish printed and electronic publications/mailings of the District. Includes, but not limited to, Professional Packet, IDE Today, BOD minutes, committee minutes, etc.
- b. Organize and digitize records for all IDE business and committees going forward.
- c. Maintain a uniform system of documentation across all IDE committees and provide format for committees to adopt.
- d. Develop and publish annual District directory.
- e. Begin, implement, and maintain database system.
- f. Print envelopes, letterhead, business cards (as needed).

2. IDE EVENTS COORDINATOR

- a. Serve as conference / workshop / retreats communications coordinator and registrar.
- b. Serve as liaison for the various IDE planning committees. In coordination with planning committees, develop and distribute registration materials, maintain registration lists, prepare conference handouts.
- c. Coordinate with on-site personnel / staff for conference check-in, A/V needs, vendors, and presenters for any IDE conference or retreat.
- d. Collect and keep media from IDE conferences, retreats, and other events.
- e. Attend, as much as possible, IDE sponsored conferences, retreats, and events.
- f. Develop print and online promotional materials for IDE events.

3. IDE ONLINE SERVICES

- a. Administer Iowa District East website to keep content and design current (WordPress). Troubleshoot issues that arise with performance of the website.
- b. Email administrator for the District – Includes customer support and Microsoft Exchange Management
- c. Hosting and Server Maintenance.
- d. Serve as a resource for the congregations of Iowa District East by making recommendations for websites and services.
- e. Utilize multiple online media platforms for sharing event content, raising mission and event awareness, and communicating IDE news.
- f. Connect IDE constituents to the appropriate online media platform(s).

4. INFORMATION TECHNOLOGY (IT) TECHNICIAN

- a. Develop familiarity with the district server, network, hardware, and software – routine troubleshooting, daily backups, updates to anti-virus and spam software, and patch management.
- b. Wield a management software and database for donor management and events registration and serve as the database manager.
- c. Equip staff with skills necessary to fully utilize the network.
- 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.
- f. Recommend media equipment for purchase. Maintain media equipment.

5. BUSINESS OFFICE ASSISTANT

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

6. 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 by Business/Office Manager, Executive Assistants, or District President.

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.
- Demonstrated knowledge of WordPress CMS platform.
- Familiarity with computer networking and IT applications.
- 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, but not required, that this position is occupied by a qualified individual who is a member in good standing in a congregation of the Lutheran Church-Missouri Synod.