

10/5/18

**THE KANSAS DISTRICT  
THE LUTHERAN CHURCH—MISSOURI SYNOD**

**POSITION DESCRIPTION  
COMMUNICATIONS SPECIALIST**

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**PURPOSE**

To serve the LCMS Kansas District LCMS by overseeing all communication efforts of the District. Work closely with the executive and professional staff. Work as a team member with boards, committees, officers, administrative staff, and members to carry out the Kansas District mission and ministry.

**CLASSIFICATION**

Professional; Exempt

**QUALIFICATIONS**

The Communications Specialist shall be a member in good standing of a congregation of The Lutheran Church—Missouri Synod (LCMS), faithful to the Holy Scriptures, the Lutheran Confessions, and supportive of the Synod's Constitution, Bylaws, and policies. He/She should have a minimum of a bachelor's degree in communications, journalism, public relations, or a related field. Preferred candidates will have three years of experience in the field of communications. Other preferred qualifications include strong editing skills, proficiency in Microsoft Office, Adobe Acrobat/Creative Suite, and WordPress, familiarity with social media platforms, and knowledge about graphic design. He/She should be familiar with LCMS structure and organization.

**AUTHORITY AND RESPONSIBILITY**

Subject to the Sacred Scriptures, the Lutheran Confessions, the Synod Handbook, and the Bylaws of the District and under the general direction of the Board of Missions, the Communications Specialist shall be responsible for:

1. Developing clear and compelling print and electronic publications and materials that advance the District's mission.
2. Creating and maintaining policies for District communications; working with staff to ensure that District communications are timely, accurate and consistent across all channels and platforms.
3. Editing communication materials including articles, letters, emails, and presentations for District use.
4. Creating, reviewing, editing, and updating content on the District website.
5. Creating effective communications through social media platforms.
6. Identifying communication needs and considerations for new programs and initiatives and special events.
7. Providing communication support to other departments, executive staff, and other areas when needed.
8. Continually seeking ways to strengthen District communications.
9. Attending regular staff meetings, retreats, and devotions.
10. Maintaining confidentiality in all aspects of worker, congregational, staff, and District information.
11. Cooperating with the executive staff by performing other duties as assigned.

**LINE OF ACCOUNTABILITY**

The Communications Specialist shall be accountable to the District President and subject to annual review by the District President. The Communications Specialist shall cooperate with other members of the District staff in implementing the communications of the District in an efficient, cohesive, and timely manner.