Fairlawn Lutheran
Church & School

Communications Director

Part-Time: up to 19 hours per week

The Communications Director is responsible for planning, creating, and distributing communications that support the ministries, programs, and events of Fairlawn Lutheran Church & School. This role ensures clear, consistent messaging across all platforms while maintaining the church and school's brand and strengthening communication with members, ministry teams, families, and the broader community. This position reports to the Senior Pastor.

Weekly Responsibilities

- Upload Bible study audio, video, and accompanying files to the church website and publish them.
- Prepare the Prayers and Announcements sheet for weekend worship services.
- Post internal promotions and announcements through Realm (church communication platform).
- Create pre-service slides for weekend worship services.
- Prepare verbal announcements for weekend services.
- Coordinate the weekly advertisement in the *West Side Leader*.

Ongoing Responsibilities

- Manage and maintain the church and school websites, including updates and content management.
- Manage WebEx meeting software and licenses.
- Manage social media accounts for the church and support preschool social media as needed.
- Create internal and external promotional materials to support ministry programs, events, and initiatives (including preschool as needed).
- Develop and distribute communications across multiple platforms, including Realm, social media, print materials, newspaper advertising, and the website.
- Maintain and oversee the church and school's marketing and branding to ensure consistency and accurate representation across all communications, publications, and promotional materials.

Skills & Qualifications

- Experience using Canva or similar design tools to create clear, engaging visual content.
- Strong design sense with an eye for layout, branding, and visual consistency.
- Ability to create original content and edit written materials with a high level of attention to detail.
- Strong written communication skills and the ability to adapt messaging for different audiences and platforms.
- Professionalism and discretion when communicating on behalf of the church and school.
- Strong organizational skills and the ability to manage multiple communication channels and deadlines.
- Familiarity with website content management, social media platforms, and digital communication tools.
- Ability to collaborate with ministry teams and church and school staff to effectively promote ministry programs and events.
- Ability to attend ministry leadership team and staff meetings either in person or remotely, monthly or as needed.

Note: Duties and responsibilities may be adjusted as needed. This is an in person role, not remote.
To Apply: Please send your resume to admin.jessica@fairlawnlutheran.org

Fairlawn Lutheran Church and School 3415 W. Market St. Fairlawn, OH 44333
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School (330) 864-7724 www.fairlawnlutheranschool.org