



BETHANY LUTHERAN CHURCH

WE REFLECT CHRIST IN MESSAGE AND ACTION

76 W. Crystal Lake Avenue
Crystal Lake, Illinois 60014

Phone: 815.459.2690
www.bethanylc.com

The Rev. Catherine Daharsh

Position opening

Director of Communications and Events

Bethany Lutheran Church, Crystal Lake, IL

Bethany Lutheran Church is a member of the Evangelical Lutheran Church of America (ELCA) and a warm and open community. We are a service-oriented congregation committed to being a good Crystal Lake community neighbor, and have a flexible and supportive work environment.

Position Status

Part-time Salaried Position: Approximately 30 hours per week, salary of \$39,000.

Position Summary

The Director of Communication and Events will collaborate with staff and congregational teams to shape and execute the vision for communication and outreach ministries. This role involves coordinating volunteers, managing databases and the website, designing visual communication materials (including weekly PowerPoints for worship services), and overseeing church events.

Qualifications

Bachelor's degree preferred. Strong verbal and written communication skills. Proficiency in Microsoft Office Suite, social media platforms, and design software. Experience in event planning and communication strategies. Familiarity with database management. Willingness to embrace a Christian discipleship compatible with the Evangelical Lutheran Church of America (ELCA).

Responsibilities

Coordinate internet presence and social media channels. Design visual communication materials. Manage church databases and membership records. Coordinate volunteers and church events. Develop outreach and community engagement strategies.

Mental and Physical Demands

- This position involves sitting, standing, and carrying supplies. Numerous deadlines to produce information, e.g., for newsletters, social media, and weekly PowerPoints. Must exercise caution in operating general office equipment and moving tables and equipment. Must plan for and recruit volunteers to reset church following large events.
- The physical and mental demands of this position are representative of those that must be met by an employee to successfully perform the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions. Bethany Lutheran Church reserves the right to review each requested accommodation and determine if such poses an undue hardship.

Professional Expectations

- Represents Bethany Lutheran Church positively, professionally, courteously, and effectively.
- Assists or takes on new tasks to help Bethany achieve its missions.
- Integrates Bethany's organizational strategies by building positive internal and external relationships.
- Shows sensitivity and respect for the cultural and ethnic diversity of Bethany's members, staff, and other community members and groups.
- Maintains confidentiality regarding personnel and organizational information.
- Agrees to follow the policies and procedures outlined in the Personnel Handbook.

Disclaimer

The above statements are intended to describe the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as an exhaustive list of all responsibilities, duties, and skills required of employees assigned to this job. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

How to apply

Interested applicants should submit a cover letter and resume to frontdesk@bethanylc.com

Bethany Lutheran Church does not discriminate on the basis of race, religion, national origin, gender identity or expression, sexual orientation, age, or marital, veteran, or disability status. Please, let us know if there are any accommodations we can provide for you.

Please keep in mind: Research has shown that candidates from underrepresented backgrounds only apply to jobs when they meet 100% of the requirements vs. their majority counterparts, which apply at a much higher rate if they meet 50-60% of the requirements. So, with that being said, if you are interested in this role, and feel you would be a good fit, we would love to hear from you.

Application timeline

Review of applications will begin immediately and continue on a rolling basis. The position is open until filled.