



Communications Coordinator Search

Who are we?

UALC is an evangelical, Spirit-led, Lutheran church in the northwest suburbs of Columbus, Ohio. We worship in two locations with a combined weekly attendance of 1200. We are part of Lutheran Congregations in Mission for Christ (LCMC) and the North American Lutheran Church (NALC).

We believe that we are called to be an Oasis of God's Kingdom for a dry and thirsty world, and we know that living water is meant to be shared. We envision a future so well-watered by the love and truth and Spirit of Christ that our way of life together will be transformed and even people outside the church will say "See how they love one another," just like Jesus said they would.

Life with Jesus brings hope and healing to broken people. Outside of Christ we are drawn to mirages that make empty promises of life but leave us stuffing our mouths with sand.

This vision leads us to four deeply held commitments about life together at God's Oasis:

- Everything that we do starts with the action of God. We are a Gospel people, trusting in the work of Jesus. What we offer comes from what Jesus has done and is doing.
- There is a distinct community at the oasis, a family sharing life together in the way of Jesus by the power of the Spirit.
- An oasis is not a fortress. It doesn't have walls. We invite people in and carry Living Water out.
- There is an enemy; there is a desert; there are "mirages." We are in a battle, but we know God wins.

Position Summary

The Communications Coordinator supports UALC's mission and vision through creative communication and processes. The Communications Coordinator reports to the Communications Director and works closely with staff, ministry leaders, and communications contractors to serve engagement with the Gospel. The Communications Coordinator brings a collaborative approach to their work.

Essential Job Functions

1. Works with Communications Team and UALC staff to create graphics, print materials, and digital content for a wide variety of platforms.
2. Create worship, ministry, and church announcement slides.
3. Manages website: content, graphics, writing content, editing, updating
4. Assists with print publications: graphics, editing, proofing, photography.
5. Photography of special events and occasional Sunday services.
6. Assists with social media.
7. PowerPoint weekly slide show
8. Other duties as assigned.

Qualifications - Education, Skills, Experience and Personal Attributes

Education - Bachelor's degree preferred in communications, graphic arts, or related field.

Skills and Experience - Communications background and skill set. Experience with Mac computers, printers, copiers, and technology. Experience with Adobe Creative Cloud (InDesign, Photoshop, Illustrator), and Canva. Experience with Microsoft Office Suite, especially PowerPoint. Experience with



web CMS and editing. Good writing skills. Skilled in administration and organization. Attention to detail and ability to multi-task.

Personal Attributes - Personal "giftedness" and passion; pleasant, service-oriented attitude, organized, multi-task effectively, problem solving skills, meets schedules/deadlines, detail-oriented, teamwork, artistic, self-motivated. They will be energized by working in the context of a larger staff team for all ages and across two campuses.

Work Week and Hours

20 hours per week.

Working Conditions & Environment

The position works in a church environment where the employee is regularly required to speak, see, hear, sit, stand, type, walk and bend while moving about the facility. The noise level in the facility is quiet.

How to respond

If you think this might be you, or if you know someone who fits this description, we'd love to talk with you and pray with you about it. Please contact Kirsten Svendsen at ksvendsen@ualc.org, with your resume and a brief explanation of your interest in the position, including a description of how you see your qualifications preparing you to succeed in this role.