

Judson Job Description

Part time, \$20/hour,

Position Title: Marketing & Communications Coordinator

Supervisor: Pastor

Overview: Judson Church is a thriving liberal Christian congregation in the Kingfield neighborhood of South Minneapolis.

Judson Church began in 1907 as a “mission” congregation founded on the principles of social justice and spiritual renewal. We continue these practices by seeking to increase the love of God, neighbor, creation, and self through hospitality, the arts, education, and spirituality.

Opportunity: Judson is at a crucial moment in its life cycle: we are healthy and stable, but we are not known in the Kingfield neighborhood, south Minneapolis or the Twin Cities metro. We feel what we have to offer the community is both needed and wanted: a healthy, joyful, healing, and justice seeking spiritual community. We are seeking to extend our reach into the community by meeting the objectives listed below.

Objectives:

Objective 1: Develop, adopt, and promote Judson’s brand promise.

Objective 2: Develop creative ways to invite people into the Judson experience.

Objective 3: Find appropriate ways to intentionally connect with ancillary programs and community resources supported by Judson, (e.g., Judson Preschool, Meals on Wheels)

Objective 4: Engage our new and established congregational community.

Your role in this will be to:

- Evaluate and recommend new ways to disseminate and obtain information to and from our members, friends, and community.
- Create marketing material needed to stay relevant and visible throughout the community including but not limited to flyers, newsletters, podcasts, and video projects.
- Recommend a marketing budget for creating and promoting materials through appropriate media channels (YouTube, Social media, local media, Kingfield neighborhood newsletter, etc.)
- Support live stream and Zoom logistics.
- Update Judson’s website content regularly so that the messages grow with us.
- Review and update the Messenger Newsletter, and recommend platform/delivery enhancements (e.g. mobile-friendly).
- Design, implement and manage social media strategies and content for platforms including Facebook, Instagram, Twitter.
- Other duties as assigned.

Experience and Skills:

- Proficient technology/computer skills including use of social media, knowledge of relevant software, including but not limited to Microsoft Office (Word, Excel, Publisher, Power Point), design/graphics software, or ability to easily master new technologies.
- Some knowledge of website management and video editing.
- Excellent written and verbal communications skills with the ability to effectively represent Judson Church and interact with staff, board, members, and other internal and external audiences.
- Familiarity with and appreciation of faith-based communities is a plus.
- Demonstrated commitment to diversity and inclusion; sensitive to cultural differences and capable of thoughtful reflection on how to welcome, support, and promote Judson Memorial Baptist Church membership and broader community connections through communication practices that foster intergenerational, accessible, interfaith, BIPOC and LGBTTIQ+ inclusion.

Additional Information

This position does not require use of a vehicle, but access to Judson Memorial Baptist Church via transit (walk, bicycle, public transit, or personal vehicle) is required. Occasional lifting, stooping, kneeling, bending or climbing. Works with and around others. Daily use of computer, telephone, and other office equipment. Clear handwriting. Awareness of and ability to manage time to complete work. Occasional lifting of up to 25 pounds. Subject to criminal and motor vehicle background checks.

How To Apply:

APPLICATION PROCESS

To apply please send your résumé and a cover letter with the subject line of: "Communications and Development Associate Search" to Communications@judsonchurch.org

Résumés will be reviewed as they are received, with a final deadline of June 30, 2021. This is a part-time temporary position, budgeted through May, 2022, reporting to the Pastor, offering a salary of \$20/hour. Judson Memorial Baptist Church is an equal-opportunity employer and actively seeks a diverse pool of candidates. People of color, women, and transgender people are encouraged to apply.