



<b>Job Title:</b>	<b>School Programs / Communications Coordinator</b>	<b>Job Category:</b>	Exempt
<b>Level/Salary Range:</b>	DOQ	<b>Position Type:</b>	Full-time / 12-month
<b>Reports to:</b>	Business Manager	<b>Hours:</b>	TBD

**Job Description:**

**JOB PURPOSE:**

- Encourage and maintain a positive, considerate atmosphere for all who interact with Trinity Lutheran
- Ensure the school’s daily operations run efficiently
- Maintain SIS data, calendar events, and facilitate communication with school districts and state programs
- Ensure all internal and external marketing and communications are executed in a timely manner, moving forward and supporting the digital ministry of Trinity

**OVERVIEW:**

- **MINISTRY CARE:** Strive to bring a positive and helpful experience for those who interact with Trinity; on campus, via phone, email, etc.
- **OPERATIONS:** Ensure office systems and processes are effective and efficient. Strive to provide oversight, coordination, efficiency and administrative support for colleagues, school leadership, and volunteers of Trinity Lutheran who are working to achieve ministry goals to benefit and support the Trinity’s Mission and Vision.
- **STUDENT RECORDS:** Maintain student records, physical and electronic, generate report cards, handle confidential records and information, facilitate communication with state departments and school districts
- **MARKETING & COMMUNICATIONS:** Promote Trinity events and happenings through various, daily communications avenues: including print and social media, to build awareness, attract and connect with prospect, current and school / church families

**DETAILS:**

- **MINISTRY CARE: Members, School Families, Students, Colleagues, Vendors, Guests**
  - Provide a positive, professional and compassionate atmosphere in the office
  - Provide support and quick problem-solving abilities to the unplanned/unscheduled needs which arise daily
  - Provide occasional medical/personal care to ill or injured students
  - Provide open, honest, reliable communication (in-person, phone, email, etc.)
  - Retain vendor and guest contact information and distribute to appropriate colleagues as necessary
- **OPERATIONS: Office Administration**
  - Ensure office systems and processes are effective and efficient
    - Review and Research systems and processes to make recommendations which will increase efficiency and production.
  - Provide administrative support to Principal, Pastors, and Board of Lutheran Schools
  - Assist coverage of church-related responsibilities and tasks during colleague(s) absence
  - Support communications to School Families (Parent Handbook, Athletic Handbook, event programs, etc.)
  - Support school events including, but not limited to Registration, Back-to-School Night, Picture Day, Educational Competitions, Field Trips, Musical Concerts, Graduation Night
    - [Marketing, communication, ppts, materials/supplies]
  - Update and maintain systems for information student retention and tracking
  - Handle confidential records and information
  - Assist in processing school tuition, enrollment, registration and misc. fees as needed
  - Manage mail, deliveries, and shipping
  - Provide basic reception



• **STUDENT RECORDS:**

- Manage the Student Information System
- Maintain student records and generate report cards
- Facilitate communication with county departments and school districts
- Manage daily lunch ordering and billing
- Archive historical records and create Alumni databases
- Streamline the collection and storing of data

• **MARKETING SUPPORT & COMMUNICATIONS:**

- Work in conjunction with Communications Team to ensure correct Trinity Lutheran branding is utilized in all print and electronic marketing and communications
- Work with staff to develop communications processes and define priorities to create an environment in which messages can be communicated clearly, creatively, and effectively
- Work with staff to develop and implement a communications strategy that internally and externally depicts the vision, mission, values and happenings of Trinity Lutheran
- Utilize a variety of tools such as texting, email marketing, and visuals to communicate important information about worship and other church events
- Maintain, update, and edit Trinity's website to ensure content is accurate and up-to-date, sites are easy to navigate and appealing; Run basic updates on sites, reaching out to volunteers and service providers when needed for technical support
- Manage, create, and design internal communications (Flocknote, flyers, website, SIS, and social media) and external communications (flyers, mailers, website and social media)
- Facilitate and support the digital ministry of Trinity; maintain Trinity's social media presence on various platforms

• **GENERAL**

- Keep actions and communications faith-based and focused on advancement established goals
- Additional tasks, as needed and able

**REQUIREMENTS:**

- Must have:
  - A positive attitude and a heart for ministry
  - A welcoming, polite, professional, and courteous attitude toward all staff, students, parents, and visitors
  - The ability to maintain focus with frequent interruptions
  - The ability to work productively both independently and in small and large groups
  - Strong communication skills
- Minimum of 5 years busy office experience (able to manage and quickly navigate interruptions)
- Proficient in Microsoft Office programs including, but not limited to, Word, Excel, PowerPoint
- Proficient in Google Productivity apps and sharing, including but not limited to Docs, Sheets, Slides
- Proficient in technology and communication tools including, but not limited to web development, e-database systems, social media (Facebook [business pages and management to build engagement and drive traffic], Instagram, twitter), Meta tools, etc.
- Well-versed in general office and administrative responsibilities, tasks and equipment use
- Detail oriented, comfortable taking initiative, organized, proactive
- Trustworthy with confidential material and information

**QUALIFICATIONS:**

- High school diploma or equivalent
- Must pass a background check