



LCMC Texas District
www.lcmctexas.org

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info@lcmctexas.org

Position Description Communication Specialist

Summary:

LCMC Texas is searching for a talented, ministry-minded individual to join our staff as our Communication Specialist. This part-time, remote position offers competitive hourly compensation and a flexible work schedule. We anticipate this position would require 10 to 15 hours per week on average. The Communication Specialist will report directly to the Director of Mission Growth and will collaborate as needed with other staff and volunteers of LCMC Texas District and the faculty, staff, and students of Harvest Workers, our online ministry training program.

Responsibilities:

- Lead the development of a comprehensive communication and marketing strategy to assist the mission of LCMC Texas and HW by increasing awareness, engagement, and support.
- Prepare and send all bulk emails for LCMC Texas and HW. This includes authoring and compiling news articles for distribution monthly as well as promoting events and soliciting donor support.
- Manage the social media accounts for LCMC Texas and HW, creating and regularly posting fresh content consistent with our organizational mission and values as well as the communication and marketing strategy.
- Update and regularly maintain the websites for LCMC Texas and HW, ensuring information is current and accurate.
- Develop and execute communication strategies for increasing donor support (from congregations, individuals, and other organizations) for LCMC Texas and HW.
- Develop marketing materials and print mail campaigns as needed for LCMC Texas and HW.
- Assist in event planning to increase participation and help the events accomplish their purpose. Creative ideas and design are especially welcome.
- Attend staff or District Council meetings on occasion as needed.
- Manage all personal and confidential information with discernment and sensitivity.
- Be a friendly and helpful ministry partner in support of our mission to multiply disciples and churches and equipping future ministry leaders.
- Assist with other duties as communicated and mutually agreed upon.

Preferred Qualifications:

- Strong computer skills, particularly with Microsoft Office, Canva, social media platforms, and web design.
- Strong written communication skills.
- Graphic design skills. Photography and Videography a plus.
- Continued growth in faith and relationship with Christ.
- Understand and respect the Statement of Faith of Lutheran Congregations in Mission for Christ.
- Be a good team player, trustworthy and respectful.
- Strive for excellence in communication.
- Maintain a strong work ethic.
- Take the initiative to do whatever needs to be done.
- Continue to improve upon your current skills and be willing to learn and grow.

Support Offered:

- Flexible work hours.
- Remote work from home with only occasional in-person meetings or events which will be prescheduled.
- Competitive compensation.
- Use of District-owned computer.
- Mileage and travel expenses as necessary.
- Review of performance and compensation annually.

To Apply:

- Send resume and cover letter to info@lcmctexas.org by September 28, 2025.

Multiplying Disciples and Churches