

Immanuel – Communications Coordinator

Reports to: Pastor of Ministry and Operations

Pay Status: Part-Time, Hourly (32hrs/week)

Position Summary: The Communications Coordinator will be responsible for creating, publishing and producing church-wide communications. The person will create graphics, written communication and manage the church database system. This person will serve as the day-to-day bookkeeper, processing accounts payable and managing financial tracking processes. This person will be responsible for answering phones and contributing to the organized communication with the congregation, leadership, and staff.

Duties and responsibilities:

1. Create, publish and print written forms of communication with congregation, leadership and staff including bulletin, emails, social media and website
2. Develop graphics for events and sermon series
3. Oversee facility reservation and church calendar
4. Manage the church database
5. Organize other forms of communication as needs arise
6. Be a welcoming front desk presence as phone calls and walk-ins interact with the church
7. Process communication with the church family and distribute communication as necessary
8. Oversee the welcome desk on Sundays
9. Manage event registrations for church ministries
10. Willing to assist the ministry team above and beyond official tasks
11. Other tasks as assigned

Essential Functions:

Technical / Motor Skills:

Excellent writing ability, graphic design and organizational software including Microsoft Office Suite, Adobe, QuickBooks. Must have familiarity with social media platforms.

Interpersonal Skills:

Welcoming positive and friendly presence with congregation, staff, leadership and others. Excellent verbal and written communication.

Physical Requirements:

This position must be mobile.

Spiritual Requirements:

This is a high character position. This person must exhibit a personal growing relationship with Jesus Christ.

Mental Abilities:

Reliable is a must. Willingness to go above and beyond, and strong discernment of sensitive information. Ability to keep sensitive information confidential.

Employee Signature

Date