



American Reformed Church ([americanchurchoc.com](http://americanchurchoc.com)) in Orange City, Iowa, is seeking a **Communications and Office Coordinator** who is creative, efficient, administratively gifted, and called by God to coordinate all print and digital media and provide administrative support for the church.

The ideal candidate will exhibit a strong and growing relationship with Jesus Christ and a call to serve in congregational connections ministry. The candidate will demonstrate evidence of strong relational and communication skills (particularly written communication), computer and office proficiency, organizational ability, and attention to detail. Previous experience in communications or office administration is required, and an associate's or bachelor's degree in communications, administration, office management, graphic design, or a related field is preferred.

This is a full-time position (40 hours per week), though candidates who interested in part-time employment are encouraged to apply.

ARC's mission is to be **a community that gathers together to be transformed by Jesus to transform the world.** We hold to four core values: **acceptance, grace, wisdom, and love.** We engage our mission and values through five key practices: **we welcome, worship, know, serve, and share.**

If you feel led to apply, send a letter of interest and resume to Pastors Elizabeth and Michael Hardeman at [arcocpastors@gmail.com](mailto:arcocpastors@gmail.com).