



COMMUNICATIONS COORDINATOR – JOB DESCRIPTION

REPORTS TO

Staff Parish Committee or Pastor

POSITION HOURS: 3.5 hours per day, Monday through Thursday, 9:00 am to 12:30 pm

DIRECT REPORTS

There are no positions reporting into the individual in this position

SUMMARY

The individual in the Communications Coordinator position provides administrative, secretarial and communications support for the church. The person will perform duties such as: keyboarding, filing, record keeping, coordination of meetings and conferences, prepare the weekly worship service bulletin and power point presentations, prepare and distribute monthly church newsletter, maintain and update church website, obtaining supplies, coordinate direct mailings, communicate with church members and the public via email and social media, respond to routine correspondence and work on special projects. The person in this position will work closely with the Pastor, but will also interact with a diverse group including, internally, all levels of the church organization, church members, and, externally, public organizations using the church facility answers, callers and visitors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Core duties and responsibilities include the following (other duties may be assigned):

- Gain knowledge and understanding of church policies and procedures and follow them
- Answer incoming phone calls, direct as appropriate and/or provide accurate phone messages
- Receive, sort and distribute inbound mail and other correspondence including phone calls and email
- Monitor the church's email on a daily basis. Maintain the church email list. Respond to emails or forward to the pastor or other appropriate church leader as necessary.
- Maintain member data base (phone #'s, addresses, email addresses, adding members, birthdays, anniversaries, deaths, marriages, baptisms, confirmations, etc.)
- Maintain the church calendar and respond to requests for facility usages in collaboration with the trustees
- Maintain facility usage documentation, including usage forms and records of any applicable payments
- Maintain and replenish office supplies including various contribution envelopes, as needed.
- Maintain and report attendance records.
- Monitor and maintain office equipment to ensure it is in good working order.
- Maintain and update web-site as directed by the Pastor
- Use social media, including Facebook, to facilitate communications both internally and externally
- Coordinate, develop and distribute monthly newsletter (print and email media as needed)

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- At the Pastor's direction, prepare worship service bulletin, power point and other presentations
 - Check and pickup church mail at the Harvard Post Office; ensure mail is sent timely.
 - Communicate via email and other media forms to inform members and the public about church activities and meetings
 - Perform other duties (E.g. filing, photocopying, collating) and assist with special projects as needed
 - Attend monthly staff meetings to ensure effective communications across the ministries of the church
 - Prepare charge conference and year end reports
 - Check phone messages and return phone calls as needed
 - Collect names of first time visitors and send a communication from the pastor.

EDUCATION AND/OR EXPERIENCE

- High school diploma or general education degree (GED).
- Minimum of one year experience in office assistance experience.
- Most possess excellent typing, proofreading, spelling and grammar skills.
- Must possess strong computer skills including proficiency in email and Microsoft Office Software Products like Word, Excel, PowerPoint, Windows, Publisher, etc. The ability to learn new software as needs arise is necessary as well.
- Experience with websites and online communications is beneficial.

OTHER CONSIDERATIONS (SKILL AND ABILITIES)

- Must be able to communicate effectively with the Church visitors, vendors, and employees
- Must have excellent attention to detail and be proficient with proofreading documents
- Should possess good listening skills and have the ability to use compassion and empathy
- Priority management and organization is essential - must have the ability to recognize priorities and meet deadlines.
- Must have the ability to organize, prepare and present information in proper written format
- Must be able to work with minimal supervision, and to problem solve
- Must produce accurate work on a timely basis.
- Must possess great organizational skills
- Should possess enthusiasm, drive and a desire to achieve goals and objectives.
- Must be able to maintain self-control and composure in difficult situations.
- Must be capable of communicating and working with church and volunteer staff at all levels
- Must be able to accept supervision and constructive criticism.
- Must possess skills required to coordinate multiple and various events and to have the ability to request participants adhere to required deadlines

JOB ANALYSIS/PHYSICAL DEMANDS

- Bending, kneeling and reaching items off floor and high shelves.
- Lift and move UPS packages, copy/computer paper boxes, or storage boxes up to 50 lbs.
- Occasionally climb ladder to reach supplies or storage boxes on high shelves.
- Sitting for sustained periods of time while completing work at desk or workstation or attending required meetings.
- Strong voice, phone, and listening skills.
- Perform repetitive hand/arm movements as when working on a calculator or computer keyboard.
- Constant standing up and sitting down as necessary to deliver messages, make copies, get supplies, etc.
- Stand for sustained periods of time while using copier, computer printers, etc.

ENVIRONMENTAL CONSIDERATIONS

- Employee's general work area is indoors in a smoke-free environment with controlled temperature and fluorescent lighting.

COGNITIVE CONSIDERATIONS

- Must be able to follow directions and communicate in English both verbally and in writing.
- Must possess computer skills including proficiency in spreadsheets, word processing and database applications.
- Must possess knowledge of general office machines (telephone system, copiers, fax, postage systems, calculator, personal computer, etc.).
- Must possess time management and organizational skills to effectively perform his/her job responsibilities.
- Must possess good problem solving skills and have the capacity to act rationally and calmly in high stress and/or emergency situations.
- Must be able to represent First United Methodist Church a professional manner.
- Must have the ability to exercise good judgment with respect to maintaining confidentiality of information.
- Must use good safety awareness and judgment in all aspects of this position.