

## Office and Communications Manager



**We put our faith into action** by nurturing spiritual growth and reflecting the call of God to serve our neighbor.

**We transform our communities** by promoting social justice and engaging others in ministries that drive change.

**We invite everyone to the table**, sharing fellowship, worship, meals, music and works as one body.

Learn more at [www.centralforgood.org](http://www.centralforgood.org)

### Non-Exempt

- 20 hours/week (M - Th, 9 - 2 p.m.)
- Report: Pastor/Head of Staff
- Benefits: Paid sick and vacation time

**Purpose:** To provide administrative support to the ministries of the church, serve as a welcoming presence, and coordinate church communications. This person will work alongside a small ministry team, collaborating with and responsive to the whole team to help accomplish the work of the church. This is an on-site position.

### Qualifications

- Knowledge of Microsoft Office Suite
- Knowledge of or ability to learn Squarespace and other web-editing platforms
- Experience with document layout and preparing large mailings preferred
- Ability to create and maintain professional social media posts
- Comfort updating and troubleshooting basic issues with computers, printers, and internet
- Ability to work onsite
- Associate's or Bachelor's Degree preferred
- 1-2 years in an office environment, customer service, or equivalent

## **Attributes**

- Alignment with the mission and purposes of Central Presbyterian Church
- Thoughtful sensitivity and appropriate confidentiality
- Flexibility and creativity
- Clear, timely, and effective communications
- Demonstrated ability of collegiality
- Desire to work with and empower volunteers
- Effective time-management for weekly deadlines
- Accuracy and attention to detail

## **Job Responsibilities**

### Communications

- Coordinate communications between multiple staff members and publication media
- Produce a weekly worship bulletin, email newsletter, and quarterly newsletter
- Produce and mail periodic congregational mailings
- Monitor and maintain website for up-to-date text and graphics
- Engage with social media platforms

### Hospitality

- Maintain a welcoming environment in the front office for all who enter the building
- Answer phone calls and voice messages, responding and directing appropriately
- Secure entry into the building through the intercom system
- Work with vendors and tenants to access building, answer facility use questions, and direct concerns as appropriate
- Engage members and guests with pastoral sensitivity as the "front line" of congregational communications
- Work with committees for volunteer recruitment, including maintaining sign-up lists

### Office Management

- Order and maintain office supplies
- Maintain member and email databases
- Mail giving statements
- Train and coordinate volunteers during leave and vacation
- Appropriately collect and file documents electronically and physically
- With Director of Operations, purchase and maintain office equipment