

Wexford Community Presbyterian Church - Wexford, PA

Job Title – **Office and Communications Coordinator.**

Part Time – five days a week; 20-25 hours per week

Job Summary – The Office and Communications Coordinator is responsible for general office functions including communications, record keeping, publications, maintaining church calendar, managing website and social media, monitoring building access, coordinating building usage, and supporting staff, leadership and members as needed.

Qualifications:

- Possess strong Christian faith and desire to use God-given gifts relevant to this position.
- Dependable with high integrity and confidentiality.
- Personable and good communicator.
- Creativity and positivity required.
- Able to work independently, multi-task and detail oriented.
- Fluency in Microsoft Office suite.
- Proficiency and understanding of social media (Twitter, Instagram, Facebook, YouTube).
- Willingness to be flexible with scheduling and tasks.
- Administrative/office management experience is preferred but not required.
- Experience using email management programs, such as MailChimp, a plus

Duties:

- Manage phone calls, emails and mail.
- Produce and distribute church communications/publications including Sunday bulletins, weekly email newsletter, special emails/mailings and reports.
- Update and maintain social media and website.
- Maintain physical and on-line church calendar
- Organize and maintain administrative church records
- Recorded financial giving and deposit information and work with financial volunteers.
- Update and maintain electronic and physical records and databases.
- Monitor main door access and coordinate building usage by staff, congregants & outside parties.
- Oversee copier usage and maintenance.
- Other duties as assigned or requested by staff and church leadership.

Compensation – Starting rate is \$10/hour; negotiable based on skills and experience

Job Opening Date – The position is currently open, as of February 24, 2020.

Contact Information – Interested candidates may send a resume by email to:

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