

## **Wexford Community Presbyterian Church - Wexford, PA**

**Job Title – Office and Communications Coordinator**

**This position is currently part-time, five days a week and 20-25 hours per week. However, there is a possibility for growth in this position.**

**Job Summary** – The Office and Communications Coordinator at Wexford Community Presbyterian church 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. The Office and Communications coordinator serves as the first point of contact for member, visitors, and community members who visit or inquire about the church.

### **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 \$13/hour, and negotiable based on skills and experience

**Job Opening Date** – The position is currently open, as of April 25, 2021.

**Contact Information** – Interested candidates may apply on Indeed (search our church and title of the position) or send a resume and cover letter by email to:

Rachel Stalker  
Wexford Community Presbyterian Church  
10645 Perry Highway  
Wexford, Pennsylvania 15090  
[office@wexfordcpc.org](mailto:office@wexfordcpc.org)

## **About our Church**

Wexford Community Presbyterian Church is composed of a diverse group of Christians from all walks of life, seeking to know God better in all things and to respond to God's love for us with love and service from the world. Since our inception in 1958, we have sought to serve God by serving others with the love of Christ, to bear witness to God's loving action in the world, and to share that experience with all that we meet.

*Our mission* is to be a community that strives to love God and love people, and to demonstrate that love in all that we say and do.

*Our vision* is to be a beacon of God's light as we actively participate in God's work in our church, our community, and the world through worship, study, fellowship, and service.

We are a Presbyterian church in the Presbyterian Church (USA).

This means that we are a protestant denomination that believes that: God is good, God is in control, God loves EVERYONE, and God makes us new. We live our lives in response to these realities.