

**Position Title-** Part Time Communications and Office Manager

**Position Summary**

We are seeking a motivated and organized communicator to help us serve the love of God on the Northside. We are a multi-congregation, multi-denomination, multicultural, LGBTQIA+ affirming ministry collaborative located in the central Northside. Riverview United Presbyterian Church and The Community House Church are hiring a part time person to be a welcoming presence in the building, lead our communications, and manage our church office. Onsite presence is expected, but there is flexibility for some work from home. If you think you might be a good fit, please visit our websites before applying.

<https://www.riverviewpresbyterian.org/>

<https://www.thecommunityhousechurch.org/>

**Hours-** Monday- Friday. 25 hrs./ week. Schedule can be flexible.

**Compensation- Salaried-** \$19,500/ yr

**Essential Communications Duties**

- Being a welcoming presence in the office and communicating the mission of Community House and Riverview to members, friends, visitors, and neighbors.
- Creating and maintaining website and Social Media content
- Creating external publication materials, such as:
  - Social media posts
  - Flyers and mailers for community events
- Creating Internal Communications
  - Designing and preparing church bulletins
  - Creating and distributing monthly newsletter and other publications such as signage, posters, etc.
  - Creating and sending weekly church emails
  - Maintaining email lists
  - Managing church emails
- Communicating community needs, prayer requests, upcoming events, and other information as it arrives to church members and staff.
- Developing relationships with other community organizations and churches to help us coordinate future efforts and share some cross posting of events.

**Essential Office Duties**

- Maintaining a log of members, including phone numbers, addresses, birthday, etc...
- Making weekly bank deposits
- Maintaining master calendar
- Maintaining and upkeeping church records
- Answering phones
- Welcoming visitors, members, friends, and neighbors
- Reporting any building maintenance needs as they arise.
- Maintaining a list of emergency contacts
- Maintaining a list of contractors
- Working with ministry staff to support the ministry and mission of Riverview and Community House

**Qualifications**

- Creative and able to create consistent branding for church communications
- Comfortable working in a church setting
- Comfortable working in a diverse and LGBTQIA+ affirming setting
- Familiar with and willing to learn office software and online tools

Please email resumes to [communityhousepgh@gmail.com](mailto:communityhousepgh@gmail.com)