



Administration & Communications Coordinator

JOB DESCRIPTION

Summary Description: *Manage the day to day operations, external and internal communications, scheduling, and events coordination for the church*

Major Areas of Responsibility

1 - Communications & Design

- To manage all churchwide communications, including internal communications (email, bulletin, scrolling announcements, weekly video, etc.) as well as external communications (web site, social media, various marketing campaigns, etc.). This role will function as the hub of information to connect members and ministry leaders with staff and church officers.
- Maintain coordinate and publish the church calendars
- Design graphics for sermon series and special events. Proficient in Canva or other design software. Photography skills a plus.
- Must have excellent written communication and proofreading skills.

2 - Database Management

- Input and update all necessary information to maintain church administrative software and make it a usable tool for all in the church. This includes serving as chief advocate and educator for leaders and congregation members in the use of administrative and communications resources.

3 - Office and Facilities Management

- Oversee and maintain the office, kitchen and storage facilities, including the ordering and organization of supplies, as well as working with various vendors and volunteers in maintaining the church buildings and grounds.
- Work with technology vendors to ensure that all equipment (copiers, printers, networks) are functioning properly.
- Must have the ability to review contract terms and present summaries to church officers for approval.
- Maintain employee records, including running background checks and confirming schedules for part time and contract nursery workers.
- Manage all use of church physical property (tables, chairs, equipment, etc.). This also includes maintaining and updating policies, procedures, and contract renewals (such as Facility Use, Weddings and Special events policies).

4 - Event Coordination

- Coordinate with key staff and ministry leaders to plan and execute special events with ample advance notice, helpful follow-through and support in all necessary details. This includes creating and managing all registration forms.

5 - Ministry Leader Support

- Support key ministry leader volunteers and paid staff in facilitating their communication and logistical needs.

6 - Sunday Morning Logistics Coordination

- Be present each Sunday morning to assist in the smooth functioning of all Sunday morning activities

Qualifications

- Maturing Christian who gives evidence of genuine commitment to Christ and His church
- Qualities of dependability, attention to detail, enthusiasm, kindness, servant-heartedness, discretion, ability to take direction, willingness to learn, initiative, and ability to work independently and proactively
- Track record of organized project management
- Demonstrated ability in both written communication and strong interpersonal communication skills.
- Aptitude for learning software platforms quickly, including web-based graphic design and database platforms
- Working knowledge of Microsoft Office suite of software is required

Accountability & Expectations

- Accountable to the Lead Pastor directly and ultimately to the Session of King's Chapel
- Weekly Time Expectations: 24-28 hours per week, not to exceed a weekly total of 29 hours
 - Expectation is to maintain consistent office hours during middle of the day from Tuesday through Thursday (15-18 hrs. a week).
 - Expectation is to remain flexible to receiving some work assignments outside of regular office hours (3-5 hours a week).
 - Expectation is to be present during regular Sunday morning activities and all corporate church events (3-6 hours. a week).
 - Must attend regular weekly staff meetings (2 hours a week)

Salary and Benefits

- Annual Salary Range: \$26,000-29,000, commensurate with experience
- No Insurance or Retirement Benefits
- Not eligible for Overtime pay, Insurance, or Retirement Benefits
- 12-15 days of vacation annually, plus major holidays

To Apply

Contact Pastor Andrew Hendley
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