

Titles: Communications Coordinator / Office Administrator

Location: Hybrid (for CC) / In Person (for OA)

Hours: 15-20

Pay: \$15-22, depending on experience

Faith Presbyterian Church is a small, Evangelical Presbyterian Church in West Lafayette, Indiana. We are looking for a part time Communications Coordinator and Office Administrator to assist us with church office functions and to help implement our communications strategy.

This part time role offers two weeks paid vacation, paid holidays, and paid sick time.

To apply, please email your resume and a cover letter explaining your interest in the position to pastorandrew@faithpresbyterian.org.

Position Responsibilities:

Provide administrative support, under the supervision of the pastor, for church staff and committee chairs including:

- Prepare the weekly bulletin using common office software with information received from the preaching pastor and the Worship and Music Committee.
- Maintain church files in Google Drive and manage appropriate sharing permissions in coordination with the Clerk of Session.
- Mail pledge request letters, checks for invoices processed by the accountant, contribution letters, and bank deposit slips.
- Create and maintain a schedule of church volunteers including Scripture readers and communion servers.
- Answer queries and complete forms as requested by the government, insurance companies, contractors, etc. with respect to doing business with the church.

Implement the church's communications strategy on behalf of the Communications Committee, ensuring consistency across all communications platforms.

- Create digital and print signs, flyers, and other publications using document/page layout software.
- Manage and update the church website using a WYSIWYG editor.
- Create and manage online signup forms.
- Manage email communications using email marketing software.
- Manage church social media, including creating posts, monitoring engagement, and creating limited ad campaigns.
- Manage the church calendars.

Oversee and administer the church office:

- Answer phones, respond to emails, check mail, and greet visitors to the office in a friendly way.

- Order office/cleaning supplies and schedule office equipment maintenance as needed.

Serve as the secretary for the pastor under his/her supervision, including coordinating travel, ordering materials, and sending/receiving communications on his/her behalf.

Position Requirements

This position requires proficiency in the following technologies and the ability to learn new technologies by applying existing technological concepts to new technological environments. Applicants should have demonstrated experience in these technologies or a demonstrated experience in quickly learning new technologies.

- Common office software (e.g. Microsoft Word/Google Docs, Microsoft Outlook, Microsoft PowerPoint/Google Sheets, Google Calendar)
- Layout/publication software (e.g. Microsoft Publisher, Canva, Adobe Acrobat)
- WYSIWYG web editors (e.g. Wix/Wordpress) and associated email marketing software
- Google Drive
- Facebook/Instagram Business Tools

This position requires an individual who is friendly and always happy to help. He or she should be organized and self-directed, taking initiative to execute this role within the priorities set by the supervisor.

The employee who fills this position should have a personal faith in Jesus Christ, participate in a local Christian church, and be willing to support the mission, vision, and values of Faith Presbyterian Church.