

Job Description

Position Title: Communications and Administrative Coordinator (Part-Time)

The Communications and Administrative Coordinator at First Presbyterian Church, Tallahassee is a part-time employee responsible for coordinating church communications, providing administrative support to the Pastor and the Session, and managing the church office.

The Communications and Administrative Coordinator reports directly to the Pastor and works closely with the Pastor and Financial Administrator. The Communications and Administrative Coordinator supervises the church custodian and from time to time may supervise volunteers performing specific types of administrative support.

The position requires an ability to work independently. In addition, the position requires an ability to communicate effectively with a variety of audiences, including the Session, Ministry Teams, individual members of the congregation, and the public.

Skills/Attributes Needed:

- Excellent communication skills
- Willingness to learn systems and software used in maintaining the church website and membership database, generating social media posts, and creating written communications
- Good time management
- Flexibility
- Commitment to maintaining confidentiality of information relating to members of the congregation and staff

Requirements:

Thorough knowledge of MS Office, including Word, Publisher, and Excel

Associates Degree or equivalent

Duties:

- A. **Communications:** The Communications and Administrative Coordinator, in cooperation with the Pastor and other staff members, prepares the weekly worship bulletin as well as bulletins for special services and funerals; updates the church website; prepares and posts a weekly newsletter; posts church events to social media; maintains the online member database; and maintains a centralized church calendar.
- B. **Administrative Support:** The Communications and Administrative Coordinator manages building use by both internal and external groups, supervises the church custodian, and orders necessary supplies; and in collaboration with the Property Team, coordinates necessary repairs, obtains quotes, and liaises with outside vendors. From time to time the Communications and Administrative Coordinator may also need to work with the Financial Administrator to generate reports and communications relating to contributions and special giving. The Communications and Administrative Coordinator supports the Pastor and Session by disseminating information ahead of each called meeting and by preparing various annual reports for the Session and Presbytery.

- C. Staffing of Church Office: The Communications and Administrative Coordinator is one of the public faces of the church and acts as both receptionist and liaison between the public and the staff. An essential aspect of the position is maintaining regular office hours during which congregants know they can reach a staff member.

Job Type: Part-time (20-25 hours per week)

Pay: \$16-20 per hour

Physical Setting: Office; some remote work may be possible

Schedule: To be determined

Detailed Duties of Communications and Administrative Coordinator:

A. Communications

- Working primarily with the Pastor, Organist, and Choir Director, generate a weekly worship bulletin as well as bulletins for special services (e.g., Good Friday), weddings, and funerals
- Produce a weekly newsletter
- Maintain a church calendar
- Update church website with announcements, upcoming events, and links to worship services/bulletins
- Post events on church Facebook and Instagram pages
- Assist pastor and various Ministry Teams, if needed, to send emails, create sign-up pages, and publicize events
- Assist with the production of new member brochures and other brochures and pamphlets (such as those for baptisms, funerals, and weddings)
- Update bulletin boards in Education Building

B. Administrative Support

- Record church attendance in church management software; communicate with appropriate leadership about visitors or inquiries regarding membership
- Supervise the church custodian in maintaining church facilities in good condition, including the courtyard
- Order office and kitchen supplies as needed; ensure adequate supplies for events held by internal or external groups
- Develop and keep forms for building use; manage logistical needs for meetings and other events on church property (room set-up, electronic equipment, kitchen access, etc.)
- With the Pastor, schedule weddings, funerals, and baptisms; coordinate with families and Ministry Teams as needed
- Develop and maintain a system to keep records of those with various level of access to church buildings
- In cooperation with the Pastor as Chief of Staff, maintain personnel files; serve as custodian of official church documents; prepare annual reports and Session minutes for Presbytery
- Keep church credit card and manage access to its use
- Attend staff meetings or meetings with the Pastor as arranged with the Pastor
- Other special projects or duties may be developed with the Pastor

C. Staffing of Church Office

- Supervise volunteers who assist with various administrative tasks in the church office
- Contact appropriate church leadership with information related to special ministry needs (sickness, death, etc.)
- Ensure office is open and staffed at regular times; answer incoming calls; greet visitors
- Ensure timely response to voice- and e-mail messages
- Ensure staffing (custodian and/or volunteer) at special times as needed (e.g., funeral services held outside the normal office hours)