

Congregation Communications Coordinator

Saint Stephen is a community of people from across the globe and country who love Jesus Christ and seek to follow and share his message of Good News for all people. The position is a key team member and leader of the faith community. The position primarily supports the pastor and church leadership. This position will also have extensive interaction with congregational members and others contacting the church office and must have exceptional interpersonal skills. The Coordinator is expected to give leadership in the areas of office management and communications.

Skills and Abilities:

- Enjoy working in a multicultural and inclusive faith community
- Familiarity with general office procedures either through formal training or equivalent experience
- Outstanding oral and editing skills and an eye for detail
- Exceptional computer skills particularly with Microsoft products (Word, PowerPoint, Excel, etc.) and Google services
- Familiarity with social media, especially Facebook, Mailchimp, Constant Contact, Twitter, and Instagram
- Solid organization skills, good interpersonal skills and
- Maturity to demonstrate a high degree of confidentiality, grace, and compassion
- Proven ability to exercise judgment and make decisions independently
- Able to maintain a positive and supportive attitude under stress
- Able to work with minimal supervision

Credentials:

- A college degree or equivalent experience in Office Administration, Business Management, Communications, or a related field is preferred.
- Personal or professional experience in a faith-based organization

Reports to: Pastor and HR team

Duties:

Desktop Publishing Duties:

- Coordinate, create, edit, format and print weekly Sunday Bulletins, Annual Report, congregational directory, newsletter, and other printing jobs as needed

Social Media Duties:

- Lead social media presence by drafting, editing, and posting social media content
- Update and modify website as needed
- Edit and post sermon audio

Communications Duties:

- Coordinate, create, edit, and format mass emails to Congregation and others
- Maintain membership data in Church Windows
- Create posters, flyers, etc. for events

- Coordinate, create, edit, format and email weekly E-News
- Communicate regularly with worship participants

Database:

- Maintain church membership list in Church Windows software

Support Church Leadership/Church Organization

- Collect, post, and distribute council meeting minutes
- Assist in distributing council agendas
- Manage lists of team leaders and members
- Maintain building use calendar

General Duties:

- Welcome all visitors and callers in a respectful fashion
- Answer basic inquiries
- Answer and route phone calls
- Answer and route emails
- Sort and distribute mail
- Research issues as required
- Order approved supplies (office, cleaning, or kitchen supplies etc.)
- Assist teams with office supply/equipment contracts
- Maintain paper files including contract and legal documents
- Recruit and train community member to help with general duties
- Other duties as assigned

Employment Type: Part-Time, willingness to attend occasional evening and weekend meetings

Starting Salary Range: \$15.00 to \$19.00 per hour commensurate with experience

Benefits: Twenty hours paid time off each calendar year

Location: 11612 New Hampshire Avenue, Silver Spring, MD 20904

To Apply: Email resume, cover letter, and names and contact information for three professional references to: pastor.ststephen@gmail