Church Communications and Administrative Coordinator

THE CHURCH ON THE AVENUE
ST. JOHN
UNITED CHURCH OF CHRIST

520 Fairfield Avenue
Bellevue, KY 41073
StJohnChurch.net
859.261.2066

Purpose

The Church Communications and Administrative Coordinator keeps the church functioning efficiently by acting as assistant to the pastor, maintaining the church office and assisting in other various activities at the church.

Accountability

The Church Communications and Administrative Coordinator is accountable to the pastor.

Responsibilities

1. Assisting the pastor, church staff, and congregational members with day-to-day church business.
2. Acting as receptionist, answering phones, greeting visitors, directing people to needed sources of information.
3. Production of church bulletins, announcements and church newsletter.
4. Oversee and coordinate church information for social media (Constant Contact, Facebook, website, etc.)
5. Operating and maintaining all office equipment.
6. Maintaining adequate office supplies and ordering as needed.
7. Coordinating with the building maintenance team and housekeeper, ordering church supplies as needed.
8. Maintaining church calendar including being first contact for weddings, funerals, and building use.
9. Gathering and maintaining an organized filing system for church records, including updating church management software (Church Windows).
10. Coordination of office volunteers.
11. Coordinator for online worship multimedia, used to produce pre-recorded or potential future streaming options.

12. Production of multimedia presentations in PowerPoint, or other programs, for worship and other events.

Relationships

This position, while overseen by the pastor, coordinates with the Data Manager, Director of Music, Youth Director, and Housekeeper; as well as volunteer Chaplain in Residence, Strategic Leadership Council, committees, ministries, and task forces as necessary.

Required Skills & Background

1. Ability to maintain confidentiality on issues that come to this position.
2. Professional in manner and appearance and work with integrity.
3. Familiar with and committed to the Church's mission, vision, ministry and message.
4. Respect for and comfortable working in a spiritual community and Christian environment with the ability to relate to the teachings of Jesus, the Bible, and liturgical/worship related language.
5. Experience with Microsoft Office applications (Word, Excel, PowerPoint, Outlook, OneDrive), social media applications and website applications (WordPress).
6. Personable and enjoys working with diverse groups of people including community members, visitors, vendors, and church members and attendees.
7. Communicate effectively both verbally and in writing with some basic financial skills for overseeing budget.
8. Dependable and flexible, self-motivated and self-starter.

Desired Skills & Background

1. Experience with video production (recording, editing, streaming).
2. Familiarity with Adobe Premiere Pro and other Adobe Creative Suite products

Hours and Compensation

1. This position is part time, 20 hours per week.
2. Compensation will be discussed based on experience and background.
3. There is no paid vacation, but time off is negotiable.
4. St. John Church members are not eligible for this position.

This is an open position subject to immediate hire of the right candidate. To apply, please email cover letter, resume and three professional references to: Office Administrator: Office@StJohnChurch.net.

St. John United Church of Christ is an equal opportunity employer committed to excellence through diversity. Employment offers are made based on qualifications, and without regard to race, sex, national or ethnic origin, disability, age, veteran status, sexual orientation, or gender identity.