

Waquoit Congregational Church

Communications coordinator and office manager

Who We Are

We are a dynamic, progressive church that is active in the community. We believe God calls us to love our neighbor, whoever our neighbor may be. As such, we are actively involved in a number of issues: racial justice, LGBTQ matters, economic equality (e.g. homelessness and food insecurity) creation care (climate change) among others. We support a number of local, national and international nonprofits. Our community center is active throughout the week with Bible studies, recovery meetings, yoga, painting classes, Scout troops, and music groups. We have a thrift and book store that is opened three days a week. We aim to make a difference in the community and in the world through acts of love, mercy and justice.

Job Description

We are seeking a forward-thinking, communications coordinator and office manager with outstanding interpersonal, writing, social media, web, and graphics skills. Person should be a highly-organized self-starter, with 3-5 years' experience with social media, creating and updating web sites, and Microsoft office and database programs. Part-time; 4-5 days per week. Salary DOE.

Job Requirements

- Broad knowledge and experience in Microsoft Word, Excel, PowerPoint, Publisher, and email marketing
- Excellent skills in communication, writing, proofreading, and graphic design
- Excellent interpersonal and customer service skills
- Demonstrated ability to handle a variety of projects while still meeting important deadlines
- Demonstrated ability to organize and input large amounts of data
- Demonstrated ability to work independently and take initiative
- General knowledge of office procedures and protocol
- Dependable, and ability to keep confidentiality
- Values neatness and punctuality
- Ability to pass CORI

Education and Experience

Degree or equivalent experience: Minimum two-year degree or three years of job-related skills

Responsibilities

Communications

- Write and send out weekly electronic newsletter (or when necessary) using Mailchimp or similar program
- Create Sunday bulletin
- Update and help enhance website when needed (WordPress or Squarespace or similar)
- Update and help manage social media (Facebook, Twitter, Instagram) on church-related events
- Write press releases about church-related activities and send to media
- Work with the pastor to develop an annual communications calendar for press releases
- Post press releases and activities to media websites
- Maintain list of current media contacts and websites
- Create posters and flyers for events; print and arrange for posting on parish hall board, and throughout Mashpee, Falmouth, and other areas (knowledge of MS Publisher, Adobe Design or similar program is required)
- Keep church Google calendar up to date online; print and post in office
- Keep church directory up to date using Church Windows
- Develop a working knowledge of Church Windows and use it for church office operations
- Send out email blasts to members for special events, announcements, etc.
- Write, prepare letters to church members
- Perform other communications tasks as required and/or requested

Office Administration

- Keep regular and dependable office hours as defined by the pastor and/or moderator.
- Answer phones and monitor voice mail, directing calls or taking messages as appropriate
- Sort and distribute mail and e-mail
- Print and fold worship bulletins
- Coordinate with pastor on members who require special care or visitation
- Maintain prayer requests and inform pastor of all changes
- Coordinate office volunteers when needed
- Maintain a good working relationship with all co-workers and the general public, using good judgment and maintaining confidentiality as required
- Maintain office spaces in a clean, orderly, and professional condition

- Sort, archive and distribute minutes from council meetings
- Maintain lists of members, friends, mail recipients and those using the church.
- Manage the general office filing system, and order and organize office supplies, reference works, and materials.
- Respond to building usage requests (parish hall and sanctuary)
- Respond to requests by council members to arrange for special permits, inspections, etc.
- Other office administration tasks as required and/or requested