

Job Notice

The church is looking to hire a skilled on-site office administrator/communications coordinator to act as the central hub for church communications. Weekly bulletins, monthly newsletter, email communications, answering telephone calls, preparing reports for meetings, and occasionally taking minutes of meetings are the kinds of duties of this job. To do these tasks requires computer skills with knowledge of Microsoft Office to include Word, Excel, Publisher, and other similar programs, as well as setting up Zoom meetings.

Additionally, this person coordinates with the pastor on scheduling events on the church's calendar, updating membership programs, keeping track of vendors and others who may be in the building, and preparing/distributing mail.