

Communications & Events Coordinator Job Description

- ❖ Acts as the church office receptionist, answers the telephone/screens calls in a friendly manner, gives assistance or forwards the call to the appropriate staff person.
- ❖ Welcomes and directs guests throughout the church. Interacts with members and the community in a friendly professional manner.
- ❖ Helps maintain Breeze, and directs communication through Breeze, including volunteer correspondence around Sunday worship.
- ❖ Receives church emails, gives assistance or forwards to the appropriate staff or ministry.
- ❖ Sends out bulk emails/texts as directed.
- ❖ Updates and formats Sunday Bulletins.
- ❖ Maintains church Website.
- ❖ Maintains church Calendar.
- ❖ Prepares, schedules, and archives Mailchimp Correspondence: Wednesday Update and Coming Sunday Update.
- ❖ Processes event requests and handles communication around Custodial Staff, Kitchen Crew, Nursery, and Children's Ministry for said events.
- ❖ Helps design brochures and flyers for distribution as requested by staff and ministries. Maintains Church Events Bulletin Board in Gathering Area.
- ❖ Ensure supplies needed for events are readily available.
- ❖ Reports to the Assistant Pastor of Shepherding and Discipleship.