

Communications Coordinator Job Description

Communications Coordinator

Reports to: Pastor/Head of Staff and LPC Session

Effective: revised November 2022

Status: Part-time, non-exempt

Hours: 4 set days each week (e.g. Mon-Thurs or Tues-Fri) 9:30-3:30

Salary: \$25.00 per hour

Job Summary

The Communications Coordinator provides communications and administrative support to the pastor, staff, Session, Deacons, congregation and visitors of Leesburg Presbyterian Church.

Essential Functions

I. Communication Duties

- Prepares and prints a weekly worship bulletin based on information provided by the pastor and music director.
- Prepares and schedules weekly email announcements.
- Prepares special mailings such as the annual Fall Stewardship mailing.
- Updates website weekly.
- Manages Sign Up Genius lists weekly.
- Identifies opportunities and proposed solutions to improve overall communications to include but not limited to, internal & external communication, website(s), social media platforms, and blog(s).
- If desired, supports the technical aspects of worship, such as live-streaming and video editing.
- Participates in Staff Meetings monthly or more often.

II. Administrative Duties

- Receives visitors and phone calls in a welcoming manner, taking messages as appropriate and answering voicemail as appropriate.
- Receives and distributes incoming mail
- Procures all office supplies and equipment, janitorial supplies and materials for various committees.

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- Coordinates Facilities use to include but not limited to:
 - Track building use by committees and outside groups.
 - Maintain a key list.
 - Maintain church calendar.
 - In consultation with pastor and/or Property Committee chairperson, schedule routine repairs.
 - Communicate with cleaning service about any special cleaning/maintenance needs.

- Maintain Membership Database.

- Maintain Visitor Contact Information.

- In consultation with the pastor, provide administrative support for elders.

- Pre-school Hospitality: Welcome in person, online, and telephone inquiries about church pre-school.

- Prepare sanctuary for Sunday worship by aligning books in pews, checking registration pads and pencils.

- Other duties as assigned

Minimum Qualifications

- High school graduate or equivalent.
- Personality that enjoys doing a variety of tasks and solving technical problems.
- Proficiency using Office 365, including Publisher (or similar platform).
- Proficiency or ability to quickly learn to update a website on a Wix platform.
- Proficiency or ability to quickly learn to use software such as MailChimp, Signup Genius and similar tools.
- Excellent writing skills to compose letters and reports.
- Ability to prioritize and efficiently handle a multitude of projects.
- Excellent interpersonal skills to interact effectively with staff, members of the church and surrounding community

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Personal Core Competencies

Attention to Detail: Consistently attends to the many small pieces which must be assembled into an organized whole; Follows up on missing items; Resolves unanswered questions needed to address a problem; Keeps the larger picture in mind while tending to the smallest of details

Creativity and Innovation: Proactively engages with LPC leadership to generate more engaging communication with the congregation, visitors, and the community. This includes generating new ideas and evaluating potential to utilize existing approaches and resources to develop improved communications practices; Takes acceptable risks in pursuit of innovation; Learns from mistakes; Has good judgment about which creative ideas and suggestions will work.

Ethics and Values: Honors the core values and beliefs of LPC in his/her choice of behaviors; consistently embodies appropriate behavioral choices in both stressful and non-stressful situations; Practices the behaviors he/she advocates to others.

Interpersonal Skills: Establishes good working relationships with others who are relevant to the completion of the work; Works well with people at all levels of the congregation; Builds appropriate rapport; Considers the impact of his/her actions on others; Uses diplomacy and tact; Is approachable and open to constructive feedback; Avoids communication triangles.

Verbal Communication: Delivers messages clearly, articulately and with appropriate emotion in a variety of settings, avoids misunderstandings.

Written Communication: Writes clearly and succinctly; employs correct grammar, punctuation, and patterns of speech.

Organizational Competencies

Helping Orientation: Demonstrates concern for and attends to the needs of the congregation's internal and external constituents; Projects a sense of empathy and understanding when dealing with members and friends of the congregation; Is able and willing to supply answers and resources that others find satisfying.

Decision Making and Problem Solving: Uses sound logic to approach difficult problems and apply effective solutions; can distinguish between symptoms, causes and implied solutions; Utilizes judgement to engage other LPC personnel for guidance based upon degree of problem or impact. Makes decisions and implements action accordingly based upon level of impact. Decides in a timely manner based upon a blend of research, experience, risk-taking and judgment.

Team Orientation: Demonstrates interest, skill and success in team environments; Promotes collective LPC personnel and Pastor goals ahead of personal agendas;

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Steps up to offer self as a resource to other members of the team; Understands and supports the importance of teamwork; Shares credit for success with others, takes responsibility for his/her part in team failures.

- Vacation
Annual leave is accrued at the following rates:

Two (2) scheduled workweeks each year of service through the first five years of employment. I would like to change this to three years — and then add the extra week of vacation.
Three (3) scheduled workweeks each year of service from the beginning of the sixth year to the end of the tenth year of employment.
Four (4) scheduled workweeks for each year of service after ten years of employment.
- Evaluation: The pastor in accordance with LPC policy will conduct Performance Review annually. The Session Personnel Committee will annually review and make recommendations for compensation.
- The Communications Coordinator shall abide by the Personnel Policies of the Church, including the Policy and Procedures on Sexual Misconduct, and be subject to a background search.