

Laurel Presbyterian Church

Communications Coordinator

We are seeking a candidate with strong administrative and interpersonal skills to serve the Laurel Presbyterian Church congregation and the community with compassion, grace, and empathy. Our vision is someone who will embody our mission statement by creating a welcoming environment for all visitors and members. This person will be a member of the LPC staff, working closely with the pastor, the director of music ministry, and the session members. This is a 20 hours/week in-person position. Starting salary is \$25/hour, with room to negotiate based on the candidate's qualifications. To apply, please send your resume to the LPC Personnel Committee at office@laurelpresbyterian.org.

Responsibilities

- Serve as the point of contact for church members, visitors, and mission partners.
- Communicate essential information about church events and activities through various platforms.
- Support weekly worship services by creating high quality worship bulletins
- In collaboration with the pastor, coordinate the planning and implementation of memorial services and other events.
- Coordinate with committee chairs to support defined ministry events, using resources wisely and efficiently.
- Administrative support, ensuring efficient organization of office files and resources
- Manage church calendar and records to enhance workflow and communication with other staff and volunteers.
- Train church volunteers to provide office support as needed.
- Other duties as applicable to the position or in the best interests of LPC.

Qualifications

- Education: High School Diploma or equivalent; Bachelor's Degree preferred
- Excellent interpersonal skills, including handling sensitive and stressful situations with diplomacy and confidentiality
- Strong computer skills and familiarity with current technology, including Adobe Acrobat, MS Office products, Social Media Platforms, Canva, and the Google Suite.
- Ability to work independently on multiple projects at the same time.
- Ability and desire to work effectively as part of a team with other staff, volunteers, and members of the church community

Mission of Laurel Presbyterian Church

*Whoever you are, there is a place for you here,
where we grow together to serve Christ.*

*We are all on the journey of faith that is unique to us.
Through worship & prayer, study & service,
we all seek to know God more deeply,
and reflect God's love in Christ more fully.*