



New Staff Position: Communication and Event Coordinator

We are excited to announce that the Church Council is creating a new staff position: **Communication and Event Coordinator**

As we continue the search for a new Senior Pastor, this role will help keep our church connected, informed, and organized. Rather than a traditional secretary, this person will focus on coordinating ministries, managing communication, and supporting the life of our church community.

Responsibilities include:

- Producing the weekly newsletter and Sunday bulletin
- Maintaining the church database and membership lists
- Keeping a master schedule of events, facility use, and Sunday speakers
- Supporting ministry teams like the Worship Team and Caring Connection
- Coordinating Membership Classes and Mission Moments

Skills we are looking for:

- Strong communication and organizational abilities
- Experience with email platforms (MailChimp) and database management
- Ability to collaborate with multiple teams
- Attention to detail and follow-through

Why this role is important now:

- Ensures smooth communication and coordination during the pastoral transition
- Provides a single point of contact for church activities and scheduling
- Helps implement initiatives that keep members engaged
- Frees ministry teams to focus on mission and service

This paid position is expected to require 10 to 15 hours per week. It will require some time in the Church Office, but many of the tasks can be done remotely.

We look forward to welcoming the right person to this vital role in our church community!