



Communication Development Coordinator - Good News Community Church

Status: Part-Time (20 hrs)

Job Description

The Coordinator is to provide communication and assistance to the staff, leadership, congregation of Good News Community Church, and the greater community.

Accountability

For governmental issues the Staff is accountable to the Elders of Good News Community Church. For ministry accomplishment, this position is accountable to God, and the Pastor of Good News Community Church.

General Duties & Qualifications

The Staff will assist in carrying out the mission and vision of Good News through the primary function of communication and organizational work. This individual must exercise ethical practices and confidentiality in dealing with members, staff, and other leadership.

Responsibilities

- Create and manage social media, online and printed communication.
- Recruitment and coaching of volunteers
- Evaluate and distribute email communication accordingly
- Provide support to congregation and visitors as needed

Administration

- Attend regular staff meetings
- Has primary responsibility for maintaining all church calendars
- Maintain mailing lists for various groups in the congregation
- Assist in preparing annual reports, directories and other materials as needed
- Maintain all membership and household records in Planning Center and appropriate paper files
- Prepare and mail all correspondence, sort and distribute mail, including visitor letters when applicable
- Maintain attendance records
- Assist the Pastor in preparing the annual reports to Classis
- Order and control supplies for office maintenance
- Recruit and coach volunteers
- Event coordination

Priority of Ministry Activities

- Prayer – Listening and communing with God
- Care of family
- Personal study
- Shared value of excellence
- Administration – primarily planning, and follow-up

****See addendum**