

Wauwatosa Presbyterian Church Communications Coordinator

Position Summary

The Communications Coordinator's primary responsibility is managing and producing all communications related to the congregation as well as the outside community at large. In addition, the Communications Coordinator assists with general office tasks. The Communications Coordinator reports to the Office Manager and works closely with other staff to achieve a consistent and positive message reflective of the church's mission.

Responsibilities

Preparing weekly and special worship publications, including bulletins
Creating and updating web-based communications (website and various social media)
Producing the congregational newsletter (monthly/seasonally)
Designing and coordinating special and seasonal projects (flyers, posters, postcards, etc.)
Assistance with general office tasks, such as answering phones and email; providing assistance, support and hospitality to members, staff and visitors.

Qualifications

Visual literacy
Excellent verbal and written skills
Fluency in Word, Publisher, Power Point and Photoshop (or other design software)
Web-based technical ability
Ability to work collaboratively with various colleagues
Pleasant, positive manner in dealing with colleagues, members and visitors
Knowledge of reformed church ministry and liturgy desirable

Hours/Compensation

24 hours per week (normally Monday-Thursday; some flexibility may be available)
Posted at \$13.50 per hour to start

Contact paul.bargren@gmail.com