

McGregor Presbyterian Church (USA)
6505 St. Andrews Rd, Columbia SC 29212

Date: August 29 2022

POSITION DESCRIPTION

POSITION: Temporary Administrative Coordinator for Education and Communications

STATUS: Non-Exempt, Part time 20-25 hours/week

SALARY: \$22.25/hour

REPORTS TO: Pastor/Head of Staff

This position is temporary/short term while McGregor determines staffing needs going forward, then searches for a permanent position. The person who fills this position temporarily will be able to be considered for the permanent position.

PURPOSE: To coordinate faith formation for all ages including Sunday School, Youth Groups and small groups. To develop and manage the church's internal/external communications.

RESPONSIBILITIES:

Education

1. Coordinate and schedule Sunday worship nursery volunteers
2. Serve as primary contact for paid nursery staff
3. Plan and prepare for Children's Church during Sunday worship service
4. Print, copy and prepare Children's bulletins each week
5. Ensure there are 2 adults in the nursery/Children's Church each Sunday
6. Serve as back up for Sunday nursery and/or Children's Church if needed
7. Order curriculum when needed for children, youth and adults
8. Assist with coordinating any youth activities (reservations needed, materials prepared)
9. Communicate and coordinate with all Education volunteers on a regular basis to ensure they have what they need
10. Gather volunteer background check information as needed (authorization form and background check application) for Office Manager to make background checks

Communications

1. Prepare and schedule Flocknote messages related to Sunday worship and other Flocknotes as needed or requested by various committees
2. Schedule and send reminders for running Zoom at weekly worship services
3. Update website as needed or requested by various committees
4. Set up equipment on Sunday mornings for online worship
5. Upload worship service to Facebook, YouTube and website (or as determined as we move forward)
6. Assist committees and various groups with setting up Zoom meetings as requested/needed.
7. Possibly create appropriate social media content/posts to give McGregor a more visible presence

QUALIFICATIONS AND SKILLS REQUIRED:

1. Bachelor's Degree desired; comparable work experience will be considered, especially in the areas of Christian Education, childhood education or a related field
2. Be familiar with and embrace the reformed tradition and PC(USA)
3. Strong organizational skills and attention to detail
4. Strong oral and written communication skills
5. Creativity and adaptability
6. Strong people skills to identify, empower and equip volunteers
7. Ability to take initiative
8. Proficiency with Microsoft Office, web tools, and social media
9. Communicate effectively with all ages using various forms of social media
10. Demonstrate a willingness to learn new skills and to seek out development opportunities

OTHER:

Attend staff meetings for purposes of communication and coordination.

Abide by the policies as set forth in the Employee Handbook.

Other duties as necessary or as requested by the Pastor/Head of Staff.

For more information contact:

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