

Job Description

St. Andrew Presbyterian Church
3604 NE 10th Court, Renton WA 98056
Phone: (425) 272-5836 Web Site: www.standrewpc.org

St. Andrew Presbyterian Church, through God's grace, is a loving, accepting, inclusive congregation serving others and fostering spiritual and personal growth for all ages. We rejoice in God's presence and in the abundant gifts we are given. We strive to be ambitious disciples of Christ and to provide a safe supportive haven for all.

POSITION

JOB TITLE

Communications Coordinator

PURPOSE

The Communications Coordinator is primarily responsible for the overall communications strategy for St. Andrew PC, i.e., shaping, overseeing and coordinating communications within the congregation and with the community.

ACCOUNTABILITY

The Coordinator is accountable to the church Session through its Personnel Committee, a subcommittee of the Creation Care and Sustainability Ministry. Day-to-day supervision and collaboration is delegated to the Pastor, Head of Staff. A 90-day review will be conducted to assess the job performance in relation to the responsibilities of the position. At that time the employee and St. Andrew will mutually agree on the continuation of employment. Yearly reviews will be subsequently conducted.

PERSONAL ATTRIBUTES

The Coordinator is to represent the love and justice of Jesus Christ as it is lived out through the St. Andrew congregation in all interactions with its members and with the broader community. This position requires a person who possesses the sensibilities and skills necessary to joyfully share in this ministry.

RESPONSIBILITIES

Ministry at St. Andrew, after the way of Jesus Christ, is shared. The Coordinator will be a part of a ministry team that includes the pastoral staff, volunteers, members and the community. Duties and responsibilities assigned to the Coordinator are greater than what can be done alone. They assume that one of the primary tasks of the Coordinator will be the sharing of meaningful work with willing volunteers from the congregation, according to their abilities, so that the primary energies of the Coordinator can be directed toward the more technical and creative challenges of developing and implementing St. Andrew's communication strategies.

1. Steward the overall communication and marketing strategy for St. Andrew events and programs, being proactive in identifying target audiences and developing best practices for communicating with particular audiences.
 - a. Publish and maintain the master calendar, contact list/directory and other essential data.
 - b. Maintain and shape the website.
 - c. Effectively utilize the Facebook page and other social media resources.
 - d. Publicize events to the greater community, using most appropriate media outlets.
 - e. Coordinate the production of the weekly newsletter.
 - f. Oversee the production of and schedule for flyers, posters, bulletin boards, etc. to advertise events & programs to the congregation.
 - g. Produce Worship Aids.
 - h. Produce weekly service sheets and distribute the information to appropriate contacts.
 - i. Oversee building usage and scheduling.
 - j. Act as liaison with tenant congregation and other community groups.
 - k. Maintain and develop church files and/or forms.
 - l. Ensure copyright compliance.
 - m. Provide lists and data as needed by elders and other work groups.
 - n. Send acknowledgments for memorial gifts; keep a cumulative list.
 - o. Prepare slide shows and other media for church monitors and/or worship as these and other technologies are implemented.
 - p. Coordinate work assigned to the office helpers (i.e. worship aids, attendance, procurement of office supplies, mail distribution, etc.).
2. Provide for a hospitable, predictable, collaborative and capable office open 4 days per week.
 - a. Staff the front desk at least on staff meeting days.
 - b. Recruit, train, schedule and supervise office volunteers.
 - c. Oversee the process for visitor follow-up emails and attendance records.
 - d. Process the mail.
 - e. Train users in the use of office equipment.
 - f. Procure office supplies for a well-organized and usable office work space, and administer the office budget.
 - g. Oversee maintenance of office equipment and computers as needed.
 - h. Provide communication and coordination for building maintenance and custodial needs.
 - i. Conduct Washington State Patrol background security checks; maintain results in a database.
 - j. Turn in a monthly timesheet to Treasurer.
3. Confirm/coordinate calendar events with staff members.
4. Assist the staff as requested.
5. Assist Session elders' work as requested.
6. Assist church members working on church programs or activities as available.

COMPENSATION

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| HOURS | 12 hours per week (nominally 3 hours per day on 4 days each week) |
| SALARY RANGE | Hourly wage: \$16 to \$20 per hour paid monthly |
| MEDICAL EXPENSE ALLOWANCE | \$900 allowance for qualified medical expenses. |
| EMPLOYER PAID BENEFITS | Employer's portion of FICA and worker's compensation. |
| UNEMPLOYMENT COMPENSATION | No unemployment compensation is available. |
| HOLIDAYS | Holiday pay for St. Andrew Holidays that occur on a scheduled work day |
| VACATION | Two weeks of vacation will be awarded on the one year anniversary date with St. Andrew. |