

# Covenant Life Church

## Ministry Position Description

<b>Title:</b>	Communications Coordinator
<b>Ministry Area:</b>	Communications and administration
<b>Accountability:</b>	Operations Director
<b>Time Requirement:</b>	Non-exempt hourly – up to 30 hours per week

**Ministry Description:** The Communications Coordinator assists in developing and distributing bulletins, newsletters, website information, and other communications, maintaining the forms, directories, and administrative system on which communication depends, scheduling rooms and meetings, routing calls, mail, and emails, and greeting and directing visitors.

**Mission:** To advance the communications of Covenant Life Church, the mission of which is to help individuals take the next step in relationship with Jesus Christ.

### **Qualifications:**

1. Exhibits a lifestyle and confession demonstrating Jesus as Lord of life.
2. Works effectively within the organizational structure of Covenant Life.
3. Is an active member, or willing to become a member, of Covenant Life.
4. Believes in Covenant Life's Mission and Vision.
5. Gifts of creative communication, administration, helps, and discernment.
6. Excels at coordinating communications and communication-design projects.
7. Works well with ministry leaders communicating ministry goals and activities.
8. Works well with and for others.
9. Software skills including Elexio, Mailchimp, and Facebook or equivalents.
10. Organizational and prioritizing skills as self-starter and finisher.

**Committee Participation:** staff meetings and ministry-leader meetings.

**Ministry Responsibilities:** The Communications Coordinator carries out the following tasks:

- Assemble and post the weekly online newsletter.
- Maintain and update the church calendar internally and on the website.
- Assemble and post bulletins, prayer requests, and announcements.
- Schedule room use as the operations director and facilities coordinator guide.
- Review and respond to or route church email and voicemail.
- Answer telephone, forwarding calls and taking messages.
- Serve as receptionist at the office suite front desk.
- Record new member, member, attendee, and other directory information.
- Administer and maintain the church's management system.
- Maintain contact lists of elders, staff, and volunteer leaders.
- Maintain and develop the website.
- Provide such communications support as the co-pastors require.
- Collect, sort, distribute, and post U.S. mail.

- Process visitor forms and prayer requests.
- Coordinate staff and volunteer background checks.
- Organize, inventory, and order office and first aid supplies.
- Assist the operations director maintaining staff email and telephone accounts.
- Prepare and distribute mailings for the church family.

**Physical Demands:** The employee must meet these physical demands to successfully perform the essential functions of this job. The employee must frequently sit, stand at a copier/scanner, move about carrying packages and posters, set up easels and displays, use hands to type and handle or feel, read a computer monitor, reach with hands and arms, talk and listen in person and on the telephone. The employee must occasionally lift or move up to 25 pounds. The church makes reasonable accommodations to enable individuals with disabilities to perform these essential functions.

**Work Environment:** The work environment of the church's three-story campus includes an office suite, office, desk, chair, keyboard and monitor, to perform the essential functions of this job. The facility's temperature is controlled as temperate. The noise level in the work environment is usually low to moderate.