

Job Description: Communications Coordinator

The Communications Coordinator is a critical member of the First Congregational Church of Woodstock’s (FCCW) ministry. The primary purpose of this position is to support the mission and further the vision of the congregation by helping our part-time pastor, staff, leaders, volunteers, congregants, and the community connect, communicate, and collaborate in ever more effective, efficient, and impactful ways.

POSITION REQUIREMENTS:

The Communications Coordinator must be able to collaborate, coordinate and work with the pastor, staff, leaders and volunteers; honor confidentiality; prioritize requests and activities; and create, edit and organize effective communications.

MAJOR RESPONSIBILITIES

The Communications Coordinator proactively consults with the pastor, teams, and volunteers to create/co-create timely effective communications that appropriately address the needs and concerns of intended audiences, such activities include:

- Maintaining church calendar(s).
- Making appointments and arranging meetings as required and/or requested.
- Organizing, editing, and distributing electronic and paper newsletters, e.g., weekly, monthly, bi-monthly, etc.
- Preparing and processing worship related support materials, e.g., bulletins, readings, handouts for weekly worship, special services, funerals, weddings, etc.
- Assisting and advising teams in the creation of brochures, sign-ups, tickets, handouts, annual report and other occasional documents.
- Updating and maintaining related content on the church’s website, facebook page, GoogleDrive, etc.
- Exploring the potential use of technologies to enhance communication, collaboration, content creation and the reuse content across channels and platforms.

The Communications Coordinator also ensures callers and visitors feel welcomed and are connected to the appropriate people and resources to meet their needs. The Communication Coordinator effectively organizes, documents files and data; and manages and continuously improves related tasks and processes.

EMPLOYMENT CONSIDERATIONS

First Congregational Church of Woodstock is a vibrant, inclusive Christian community where we gather to worship God, serve our neighbors, and grow in our faith through our relationships with one another. We believe that God’s love is for everyone—no matter who you are or where you are on life’s journey.

This position is part-time, averaging 8 hours per week. Policies regarding sick leave, vacation time, and grievances are those stated in the Employee Handbook. Background check will be required.

Salary Range: \$20 - \$25 per hour

To Apply

Send letter of interest, resume or CV to:

Rev. Dr. Kevin Downer P.O. Box 147 Woodstock, CT 06281

or send an email to Rev Dr. Downer.