



## Position Description

**Position Title:** Communications Coordinator

The Communications Coordinator role is a part-time position of approximately 20-25 hours per week working with church leadership and staff to develop, publish and disseminate church communications and publications. This position can be performed fully in-person or with partly remote work.

**Reports to:** Lead Pastor

**Responsibilities include:**

- Designing, formatting and publishing the weekly church bulletin
- Initiating collaboration with church staff and ministry leaders to develop effective communication and cross-promotion of ministry events and initiatives
- Managing the church social media profile and developing postings which advance and are consistent with the church's mission, doctrine and vision
- Performing regular website maintenance and updates
- Manage messaging on church LED street sign, interior bulletin boards and other signage
- Coordinating, publishing and distributing the monthly church newsletter and annual report
- Other communications assignment as needed

**Minimum Qualifications**

- Clear personal testimony of faith in Christ for salvation
- Full agreement with Forcey Bible Church Articles of Faith, mission, and teaching
- Member in good standing at Forcey Bible Church, or willingness to become a member
- Strong interpersonal and communication skills consistent with Christian character
- Proficiency in Microsoft Office and other general office software
- Willingness and ability to learn new software applications
- Thorough working knowledge of major social media platforms and website development and maintenance
- Excellent writing skills with an attention to detail
- Ability and commitment to exercise appropriate discretion and confidentiality
- Willingness to undergo a thorough background and motor vehicle record check