

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.

Reports to: Lead Pastor

Compensation: Competitive wage

Essential Functions:

- Design, format, publish, and distribute weekly bulletin, newsletters, flyers, and other publications
- Initiate collaboration with church staff and ministry leaders, including Forcey Christian School, to develop effective communication and cross-promotion of events and initiatives
- Maintain and update the church's website
- Manage the church social media profile and develop postings which advance and are consistent with the church's mission, doctrine, and vision
- Manage the message on LED street sign, interior bulletin boards, and other signage
- Recruit and oversee volunteers to assist in communications coordination where possible
- Contribute to the overall functioning of the church administrative office staff, where needed

Minimum Qualifications

- Clear personal testimony of faith in Christ for salvation
- Full agreement with Forcey Bible Church Articles of Faith, mission, vision, and teaching
- Member in good standing at Forcey Bible Church, or willingness to become a member
- Communication skills consistent with Christian character
- Ability and commitment to exercise appropriate discretion and confidentiality
- Excellent writing skills with an attention to detail
- Willingness to undergo a thorough background and motor vehicle record check

Skill Required

- Technical proficiency: Strong 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. Ability to maintain website
- Writing and reporting skills: Proficient grammar and spelling skills and ability to summarize communications

- Communication skills: Winsome and disarming demeanor, ability to say “no” with empathy and resolve
- Discernment: Exercising good spiritual discernment consistent with teaching, mission, and values of Forcey Bible Church
- Organization: Manage time, tasks, resources, and space to achieve priorities with maximum effectiveness