

Position Description

Communications Coordinator / Administrative Assistant

North Broadway United Methodist Church (NBUMC)

North Broadway United Methodist Church (NBUMC) is seeking an experienced administrative professional interested in working within a faith community to provide administrative and communication support services for church publications, social media, church staff, worship, and the church office operations.

Key Areas of Responsibility

The NBUMC Communications Coordinator provides timely, efficient, and accurate information to communicate the ministries of North Broadway UMC. This person provides administrative communication services for internal and external communication and serves as an integral member of the team supporting all aspects of the church's front office.

Position Structure

This part-time position of 20-25 hours per week reports to the Senior Pastor and works closely with pastoral, administrative, and music staff. Salary is negotiable based on experience and work schedule.

Primary Tasks and Areas of Responsibility

- Create documents, correspondence, recipient lists, and emails for a variety of communications from staff, lay ministry team
- Serve as a key point of contact in the front office for visitors, emails, mail, and calls
- Manage the church's social media presence and website updates, including collecting content from church staff, events, and denominational resources
- Produce weekly, monthly and periodic print and electronic communications for the congregation, including the creation, editing, and production of weekly bulletins, Tower Talk newsletter, publications for special events, funeral bulletins, and bulk mailings
- Attend worship planning meetings, produce weekly worship bulletins, and coordinate communication among worship ministry teams (e.g., media/tech, altar guild, ushers, choirs)
- Provide administrative support for church staff, particularly the Senior Pastor
- Update church membership records, offering envelope recipients, as needed
- Examine and choose options for external communication including but not limited to ads, fliers, signs and press releases.
- Assist staff and lay ministry teams with creating and producing internal communications with specific groups and ministry teams
- Serve as key contact for church office operations, including office equipment and IT repair calls, ordering office supplies and curriculum, sorting incoming and outgoing mail, updating church voicemail
- Create staff meeting agendas and handle logistics for staff extended planning meetings/retreats
- Serve as friendly gatekeeper for pastoral staff

Skills and Experience Required:

- Proven record of being detail oriented and task focused
- Demonstrated experience in social media, publications, or other written communication
- Education: associate degree, bachelor's degree, or relevant certifications preferably in communications or similar field
- Customer service skills, including face-to-face, written, and phone communication
- Demonstrated proficiency and experience with standard office software, including Microsoft Office or Microsoft 365, and database program(s)
- Grammar, writing, editing, and proofreading skills
- Helpful, cheerful, diplomatic attitude
- Organizational skills and initiative
- Have a relationship with God and a passion for communication that enhances the mission of making disciples of Jesus Christ
- Ability to work in a team environment and maintain confidentiality
- Time management skills, including demonstrated ability to respond promptly to and prioritize diverse and multiple requests and interruptions
- Strong working knowledge and efficient, effective use of computers including keyboard shortcuts, speedy typing, multitasking across multiple windows, and using multiple software programs to create a product
- Willingness to ask questions about church processes and systems

Other Helpful Skills and Experience:

- Proven track record in managing staff, including volunteers
- An understanding of and/or experience with churches or nonprofit organizations
- Experience with church information databases such as ACS and willingness to use ACS training materials to improve skills and efficiency in the office
- Experience with creating emails into large organizational email systems (e.g., MailChimp, Constant Contact)

How to apply: Send cover letter and resume to info@north-broadway.org .