



## *Position Description*

<b>Job Title:</b>	Communications Coordinator
<b>Reports To:</b>	Pastor (Personnel Committee, in the case of a vacant pulpit)
<b>Position Status:</b>	8 hrs/wk
<b>Position Summary</b>	This role focuses on communication aspects of church ministry, including graphic creation, website management, and Sunday visual worship presentations.

### *Accountability:*

- In terms of duties and responsibilities- to the Session of the Church by way of:  
the Pastor as Head of Staff
- In terms of performance, employment, and personnel matters- to the Session of the church by way of:
  - a) The Pastor as Head of Staff
  - b) The Personnel Committee of the Session

### *Foremost Job Responsibility:*

All staff positions at Hope Presbyterian Church function within the body of Christ and are therefore expressions of the Church. Though staff positions have unique and specific job responsibilities according to that role, all staff members at Hope have one chief, foremost job responsibility as they perform their work:

- **Relational ministry.** Above all else, staff are expected to be relational with all people, fostering and demonstrating the care and love of Christ to one another as best they can.

### *Specific Job Responsibilities and Duties include but are not limited to:*

- Prepare media slides for worship services.
- Oversee tech team volunteers including scheduling and training when needed.
- In conjunction with the Communications Committee, update and maintain the church website as needed.
- Work with ministry committees to calendar and promote the ministry events and programs of the church (graphic creation, website calendaring, online registrations, etc.)
- Provide graphics needed for the Wednesday Weekly Update to the Office Administrator.
- On two Sunday mornings per month, provide oversight for worship tech and Welcome Center tech needs.
- Participate in monthly Communications Committee meetings and semi-monthly (twice a month) staff meetings.
- Participate regularly in the life of the congregation through worship, service, presence and relational ministry.

### *Job Skills and Requirements:*

- Proficient in computer skills. Main programs used are ProPresenter, Google Workspace, Canva, and WordPress. Experience with these specific programs is desired, but training can be provided.
- Creativity for software-aided graphic and website design.
- Detail oriented with appropriate follow-through on assignments meeting deadlines.
- A commitment to maintain positive relationships, foster teamwork, and support church ministries with a pleasant and approachable demeanor.

*Terms of Employment:*

- This position requires 8 hours per week.
- Employment is based on annual performance reviews conducted by the Pastor and the Personnel Committee of the Session.
- Salary and remuneration considerations shall be reviewed annually in conjunction with performance appraisals and church budget.
- For paid time off (vacation/study leave/personal time) data, refer to the HPC Personnel Policy.

*Leaving the Church:*

It is our hope that you enjoy working for Hope Presbyterian Church and that it will help you grow both spiritually and professionally. We realize, however, personal circumstances may change and that you reserve the right to voluntarily terminate your employment at any time, for any reason. We reserve the same privilege. If you wish to resign, we ask you to provide a two-week notice.

*Work Employment and Physical Demands:*

Normal office environment, ability to lift 10-40 lbs., greater than 30% standing/walking required.