

Description

The Communications Coordinator is a creative, collaborative member of Greendale People's Church staff who creates, edits and publishes content in various formats to enhance collaboration, communication and connection among staff, volunteers, teams, congregants and the Worcester community. The Communication Coordinator connect people with the person, team or information that will answer their question, provide support, or otherwise engage Greendale People's Church in a positive, efficient and effective way.

Responsibilities:

- Proactively consult with the Pastor, teams, and volunteers to create, edit and publish impactful, effective and timely effective communications;
- Create and edit content for weekly and special worship service bulletins and PowerPoint presentations;
- Update and maintain content on the church's website and social media pages as appropriate, e.g., posting updates, creating events, maintain the calendar, etc.
- Create and/or edit content for various communications, e.g., website event postings, brochures, advertisements, posters, electronic and paper newsletters, etc.
- Collaboratively work with staff and volunteers to enhance the effectiveness of communications, streamline processes, and reuse content across channels and platforms;
- Coordinate office volunteers and perform activities as need to ensure reception and daily activities are covered and requests addressed in a timely manner;
- Prioritizes requests and establishes scheduled hours with the Pastor to balance the activities and ensure the office reception is sufficiently staffed.

Skills and Qualifications:

- collaborative, proactive, creative communicator;
- self-starter who prioritizes activities and proactively seeks ways to enhance communications and service to others;
- moderate proficiency in MS Word and PowerPoint, ability to post content on social media, a familiarity with cloud-based services such as Google Docs, Google Calendar, SharePoint, MS Teams, Drop Box, etc.
- affirm our core values, which include spirituality, inclusivity and healthy relationships;
- pass a background check.

For 124 years Greendale People's Church has celebrated an unconventional, non-dogmatic, inclusive form of Christianity. Today we are a community of 125 active members who welcome everyone wherever they are on their life or spiritual journey. Each Sunday we hold a 45-minute weekly communion service in our chapel at 8:30am and a celebration service in our sanctuary at 10am. With deep roots, rich history and strong community we are boldly embracing transformative ways to bring healing and hope to our community, city and world.

Job Type: Part-time (20 hours per week)

Salary: Commensurate with experience

To apply send letter of interest and resume or CV to RevKev@GreendalePeoplesChurch.org