

Communications and Logistics Administrator

Chesterbrook United Methodist Church

The position of Communication and Logistics Administrator is a full-time position and reports directly to the Senior Pastor. 20-30 hours a week, paid hourly is the current arrangement.

CHIEF OBJECTIVE OF THIS POSITION

This position reports to the senior Pastor. He or she is responsible for administering and coordinating church communications, creating graphics, video clips and posting to social media, website updates, scheduling in person meetings and virtual meeting rooms, office administration, church wide communication, the collection, coordination of and distribution of ministry resources for discipleship . The major emphasis is to facilitate communication within the church community, keeping informed of church ministries and community resources. These responsibilities exist for providing an effective and hospitable environment for the support and contact with church members and the general public. As the initial contact for many into the church, this person acts as a liaison, sharing information between community and church.

DUTIES AND RESPONSIBILITIES

Administrative

- Attend and participate in regular called staff meetings.
- Maintain the church directory, including record of new membership, baptism/confirmation, contact information, liability forms, etc.
- Perform routine administrative responsibilities as requested by Pastor/s, other Staff members.
- Records and reports attendance and offering including EVC.
- Prepares District and Conference Reports, in collaboration with Lay Leader(s), Council Chair and Senior Pastor.
- Notify appropriate committee/group of death and need of bereavement meal for church families who have had a death in immediate family.
- Book vendors for ministry needs, i.e. conference centers for retreats, restaurants/food trucks for fellowship, print services.

Communications

- Design, proof, and publish communication materials via Social Media (Instagram & Facebook), Constant Contact, Church Mobile App, and Church Website.
- Prepare and publish all worship materials including graphics, bulletins and weekly newsletter.
- Maintain the church calendar and communicate updates and changes to events, activities, scheduling requests and changes through appropriate channels.

- Coordinate and update praise team, volunteers, and committee leaders for ministry needs.
- Work with pastors and church leaders to prepare, print, distribute and post in-house flyers and materials for worship, special events and church activities such as Fall Festival, Vacation Bible School, Church Retreats, etc.
- Send email reminders to groups as needed

Facility Management

- Handle building use requests in coordination with the Senior Pastor, Trustees, and PRG (Post-COVID Re-entry Group. Book facility rentals, oversee rental forms, keep scheduling up to date with the church calendar.

Skills Desired

- 1-3 years of relevant experience
 - Aptitude and interest in innovation and technologies and how to innovate the work of a church
 - Ability to organize and prioritize work of pastoral staff and church volunteers
 - General digital and tech-savviness and social media acumen; comfortable learning new technologies
 - Experience with Microsoft, Google and social media applications
 - Basic graphic design and videography capabilities a plus
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Additional Expectations:

Commitment to ministry requires an investment of time and interest that can not be accommodated in a strict office schedule. Work is sometimes required outside of normal office hours. Participation in the life of the church and its activities is welcomed. Since the schedule may vary, the schedule shall be coordinated with the Senior Pastor.

Pay: Starting at \$20/hr

Start Date: [Fall 2021]

Up to 80% remote work permitted, staff meetings in person

Reply to: chesterbrookchurch@verizon.net

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