

The Role: Communications Coordinator

Snapshot: Second CRC in Grand Haven has been a church in Classis Muskegon since 1882. Currently the church staff is made up of a new Pastor (7/2022), Youth Pastor, Administrative and facilities support staff. The congregational life coordinator position is vacant.

About the Part Time Communications Coordinator:

- The Communications Coordinator will be the primary coordinator of all communication among the congregation.
- The Communications Coordinator will partner with the Pastor, Worship Intern and staff to oversee the weekly bulletin and inserts for Sunday services along with the weekly E-newsletters.
- He or she will have excellent communication skills with an innate attention to detail.

Mission: Our heavenly Father is calling us to bear witness to the good news of Jesus Christ, in word and deed, in the power of the Holy Spirit.

Values

- Spiritual vitality
- Responsiveness
- Dependability
- Excellence

Goals and Expectations

- Prepare bulletins, inserts, and additional documents for Sunday worship services, funerals, and special services throughout the liturgical year.
- Copy the Service DVD's and mail them to homebound members.
- Administration of inbound emails and calls with remarkable responsiveness.
- Coordinate and disseminate the weekly e-newsletters (Tuesdays & Fridays).
- Attend monthly staff meetings and one-on-one meetings with the Pastor.
- Other duties, according to personal interests, or as assigned by the Pastor.
- Ideal but not required: Attend general worship services and participate in all 'whole-church' fellowship events and ministries as a faithful member of the flock.

Education and Experience

- A Bachelor's degree from an accredited college or university.
- The ideal candidate will likely have prior administrative experience in a business, church, or para-church ministry
- Self-motivated and self-directed with a high degree of motivation and enthusiasm.
- Willingness to take advantage of further professional and program development opportunities.

Knowledge, Skills, and Abilities

- Skilled in basic computer functions, including Microsoft Office Suite, Gmail,
- Experience with MailChimp or Constant Contact (preferred not required)
- Experience with writing and/or communication

Personal Characteristics

- Remarkable responsiveness in communication
- Strong attention to detail, ensures that nothing falls through the cracks, and everything is kept track of and completed successfully.
- Passionate about the church and its mission, including those who are not yet members of Second.
- A demonstrated high level of integrity and discretion.
- A strong work ethic and high energy.
- A team player and team builder who focuses on the good of the entire ministry and can inspire others to work together to achieve organizational excellence.

Supervision

- Reports to Office Manager and Pastor
- Annual performance review led by pastor, supported by HR and Council

Other significant facts

- Wholehearted agreement with doctrinal standards of the CRCNA.

To Apply:

- Email your resume with cover letter to Amy Wolffis, Office Manager at admin@secondcrgandhaven.org.