

June 2022

South Church UCC Communications Coordinator and Office Administrator

South is a progressive Christian church in downtown Springfield, MA. We are part of the UCC (United Church of Christ). We are a church with a long history, founded in 1842, and an evolving present and future. We are an Open and Affirming Congregation, making an explicit welcome into the full life and ministry of South to lesbian, gay, bisexual and transgender persons. The Communications Coordinator and Office Administrator creates a welcome to South for people connecting with us in person, in print and through our on-line communication channels and helps people become and stay connected to the church. They are a core part of a small ministry team, currently comprised of the Pastor, Music Minister, Property Manager and Audio/Visual Specialist.

We are looking for a Communications Coordinator with strong writing, content creation and social media skills who can also pivot and take care of the administrative tasks that are essential to our church operations.

Approximate breakdown of time:

50% on Communications (email, newsletter, social media, website, CRM etc.)

30% on General Administrative support and Building Use Rental Coordination

20% on Reception related

Part-time position

25 hours per week,

Primarily remote

1 full in person day required

Communications Coordinator

Manage Weekly Email

- Generate content for the weekly email based on upcoming events, seasons, and changes.
- Arrange and edit content provided for the email by the Pastor, Staff and Congregational Leadership
- Create and manage the design of the email
- Keep recurring content current and accurate (for example, worship access information)

- Currently, the weekly email is created in Breeze, the Church's Database Management Software.

Format, design and distribute Monthly Newsletter (Crossroads)

- Most of the content comes from staff and congregational leaders
- Create content based on upcoming events
- Print copies and mail for those congregants who request a printed Crossroads

Social Media

- Serve as the central social media content creator for South.
 - Currently this is a hodge-podge effort of the Pastor, Music Minister and A/V support person.
- Create FB events for weekly worship and other upcoming events
- Create FB posts drawing from past or upcoming reflections, events and things that help create a generous welcome to South for folks connecting with us online
- Co-manage South's Youtube channel
 - Coordinate with our A/V specialist and pastor around Youtube content distribution

Website

- Update core website pages to make sure context is current and accurate
- The Pastor and Music Minister also update the website content
- Collaborate with Pastor in improving the website

General

- Overall, help South create consistent, engaging and welcoming communications content
- Purchase and utilize media and advertisements in relevant local outlets (TCC, NEPM, Republican, Af-Am Point of View)
- Participate in weekly staff meeting
- Create sign up and follow invitations to South Church communications

Office Administration

Receptionist

- Reply to phone calls (remote forwarding to be set up)
- When present in the building, answers door (using intercom system)
- Collect church mail and distribute to the correct mailboxes (shared among all staff)

- Redirect incoming emails to the appropriate people

General

- Provide administrative support to the Pastor and Staff
- Provide administrative support to congregational leaders, including deposit preparation for our bookkeeping company
- Produce occasional all-church mailings (Annual Meeting, Stewardship, other occasions)
- Format, print and create online file for Annual Report (September)
- Keep office supplies stocked
- Manage Office Equipment contracts and updates
- Keep Breeze database current
 - Manage communications lists, keeping Breeze distributions, mailing and emailing lists current
 - Utilize Breeze database to the full extent of its capacities (a learning process)
- Away messages on phone system updated
- Keep office organized

Manage Building Rentals and Use

- Field inquiries for short term building-use rentals and coordinate those rental agreements
- Point of contact for funeral and wedding space-use and fee logistics
 - Communicate and coordinate with Property Manager and staff around scheduling and renters' needs
- Manage Parking Lot rentals
 - Track parkers, payments and issue permits
 - Coordinate with Property Manager on unpaid parkers and enforcement
- Serve as point person for long-term building partners;
 - Keeps file of current Memorandum of Understanding
 - Coordinate with Pastor around annual MOU review and updating
 - Monthly, issue rental reminders and confirm rental payments

Qualifications & Qualities

- Proactive in creating and gathering content for church communications
- Thinking ahead; time management skills
- Personable, welcoming demeanor
- Organized

- Problem-solver
- Strong writing skills, content creation and basic editing
- Knowledge of, or ease in learning and self-teaching with Breeze, our (still new to us) Church Management Software
- Ability to be an active member of a team of staff and congregational leaders with a dual orientation to stability and evolution; we are a historic church while evolving toward the future.
- Bilingual Spanish/English preferred
- Tools in use: Canva, FB, Youtube, Breeze Management Software, Microsoft 365, Google Drive

Supervised by the Pastor

Benefits

12 holidays

2 weeks paid vacation starting

5 personal/sick days

\$28/hour

To Apply

Cover Letter

Resume

Writing Sample

Example of your social media work

to Rev. Lindsey Peterson

pastor@sococh.org