

**FIRST CONGREGATIONAL CHURCH, UNITED CHURCH OF
CHRIST
GREELEY, COLORADO**

Communication Specialist

Required Skills: The Communication Specialist position requires one to be proficient with Social Media Outlets such as Facebook, Twitter and Instagram along with the ability to perform regular church website updates and manage the TV signage in the labyrinth area (Xhibit platform).

Additional office skills required included proficiency in computers (Microsoft Word, Publisher and PowerPoint), copiers, telephone systems and other standard office machinery.

The Communications Specialist will also serve as the Receptionist, assisting with the day-to-day operations of the church and substituting for the Office Administrator in his/her absence.

Supervisor: The Communications Specialist is directly responsible to and serves under the direction of the Office Administrator. Additionally, the Communications Specialist works closely with the ministerial staff in determining messaging priorities and content.

Position Description. The Communication Specialist is an at-will, non-exempt, part-time (16-24 hours) position entitled to all benefits pursuant to the Church's applicable Policy and Procedure Manual. (Compensation is based on an hourly rate and hours worked.)

Responsibilities: As a small organization with limited staff, every member of the support staff must perform such tasks and assume such responsibilities as determined by their supervisors. The responsibilities of the Communication Specialist include, but are not limited to, the following (the first two categories are highest priority):

*Communications Ministry:

- Weekly management of Web page
- Daily management of Social Media as needed
- Weekly management of Labyrinth TV (Xhibit); mostly posting daily calendars
- Prepare worship slides using MS PowerPoint
- Produce name tags
- Produce and distribute audio files of sermons/worship
- Assist in management of church database

*Hospitality:

- Greet and receive people who visit the office
- Answer phones for office and staff
- Refer members for pastoral care
- Assist with food boxes for those in need
- Provide referrals to community services

*Office Support:

- Open and secure office occasionally
- Do clerical work for staff as assigned
- Distribute mail
- Maintain reservation and registration lists
- Order and maintain supplies for office and staff
- Schedule Tuesday morning office volunteer
- Serve as backup to Office Administrator

Please send resume and letter of interest to Carol Thompson,
Carol@firstconggreeley.com

Revised August 2019