



Parkview Congregational Church

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Communications Coordinator Job Posting

Parkview Congregational United Church of Christ (“UCC”) is seeking a part-time Communications Coordinator for 24 hours per week, Tuesday – Friday, 9:00 am – 4:00 pm.

Parkview UCC is a diverse, growing, progressive, Open and Affirming, Protestant Christian church situated in a suburban neighborhood in Aurora, CO. We are located a few blocks SE of 6th Avenue and Peoria Street. For more information about our church, please visit our website: www.parkviewucc.org.

Job Description:

The Communications Coordinator is responsible for creating and printing weekly bulletins, monthly newsletter, maintaining our website, membership database, weekly and other email communications, and administrative support for all staff including mail, phones and ordering office supplies. This position is the “face of Parkview Church,” and positive interaction with members of our community, building users, and the public is an important part of this position. COVID-19 Note: Our church has been physically shut down due to the COVID-19, necessitating staff working from home or a blend of teleworking. Knowledge of graphic design, layout, web and social media skills to help with the overall communications of the church is a plus. Some light lifting is required.

Qualifications:

One of the core values we hold as a staff is cultivating a sense of team and open collaboration. To this end, we are seeking a candidate who values a team-oriented environment, is trustworthy, able to take initiative and receive and implement feedback from other team members. Along with the collaborative aspects of this position, we are seeking a candidate who is self directed and able to follow through on self-guided projects.

Parkview identifies as a progressive Christian church that is open and welcoming to all of God’s people regardless of race, class, gender, and sexual orientation. Selected candidate will share these ideals and the mission and vision of Parkview Church.

We are seeking a well-organized, self-motivated team player who has the ability to maintain confidentiality with sensitive information. Qualified candidates need to be very comfortable with current computer technology and should be proficient in all standard Microsoft Office programs (Word, Excel, Publisher), graphic design tools (Photoshop or equivalent) as well as various internet applications. This position requires excellent written and verbal communication, editing skills, attention to details, and the ability to multitask and prioritize projects in a busy office environment.

Compensation:

\$16.00 per hour minimum, depending on qualifications and experience. There will be a 90-day probationary period.

Contact Information:

Please email your cover letter, resume and samples showing your graphic/communication capabilities to [hiring@parkviewucc.org](mailto: hiring@parkviewucc.org) with "Communications Coordinator" in the subject line of the email. Application deadline is Monday, July 6, 2020.