

COMMUNICATIONS COORDINATOR AND ADMINISTRATIVE ASSISTANT

First Presbyterian Church
1225 Fourth Street, Fond du Lac, WI 54935
Approved by Session on 11/18/2024

Purpose:

This person will perform office administrative duties that will support the overall function and activities of the church. This person will facilitate the clear, accurate, timely, and effective flow of communication in various forms between the congregation, staff, leadership, and larger community to support the ministries of the First Presbyterian Church of Fond du Lac. This is a full-time salary position, averaging about 40 hours per week.

Accountability:

Accountable to Head of Staff

Responsibilities:

Provide a welcoming and positive environment for all members and visitors to the church and assist them as needed.

Serve as the primary person to answer and screen phone calls, emails, and inquiries, providing information and assistance as needed.

Works closely with the Pastor, key staff, and congregational leaders to:

- Perform general office work with attention to accuracy and detail.
- Assure scheduling and communication between teams, committees, and groups seeking to utilize the facilities, resources, or programming of the church.
- Provide information about events, opportunities, and needs within the congregation.

Oversee the creation, production, and maintenance of media, including:

- YouTube videos (Sunday worship, announcements, etc.)
- KFIZ radio broadcast
- Website
- Social media
- Newsletter
- Bulletin
- PowerPoint for worship services and other communications (mid-week YouTube, visual announcements on screen, etc.)
- Annual reports
- Signs, flyers, etc.

Oversee the management and maintenance of communication resources, including:

- church database systems (Breeze) with the Financial Secretary being the primary administrator
- church website and social media platforms
- Zoom, Teams, or other virtual connection methods
- software licensing
- copyright licensing (including verification of submitting usage)

Understand, maintain and update equipment and software, including:

- Soundboard and lighting
- Computers
- Microphones
- TVs
- Projectors
- Hearing loop
- AV supplies
- Security system, etc.

Oversee the scheduling and setup of virtual connections for meetings and activities to support the ministries of the congregation.

Attends staff meetings, and others as needed.

Provides staff reports and other communications to the Session.

In collaboration with appropriate Elders, will oversee/assist with the preparation and administration of the communication and other relevant areas of the budget.

Other duties assigned by Head of Staff

Qualifications:

Demonstrate a devoted Christian faith through a servant heart and attitude, and be a person of integrity and Christian character.

Be highly organized and have the ability to work well with deadlines.

Ability to maintain professionalism regarding confidentiality.

Demonstrates strong organizational, verbal, and written communication skills.

Is self-motivated and possesses a strong work ethic

Be a team player and function well in a collaborative environment

Technical Knowledge:

- Understand the equipment and technical systems of the church, including websites, methods for communication, and ability to utilize all of these systems well.
- Proficient with and shows aptitude for advanced learning of related software, such as:
 - Breeze (or other database software)
 - MS Office (Word, Excel, Publisher, etc.)
 - Filmora (or other video editing software)
 - Audacity (or other audio editing software)
 - Zoom and MS Teams
 - WordPress
- Proficient with website development, maintenance, and updating
- Proficient with effective use of social media

Core Competencies:

Technical Expertise: Acquires and demonstrates the technical skills required to proficiently execute the essential functions of the job; understands which skills are lacking and seeks to develop those skills; continually works toward the mastery of technical proficiency.

People/Volunteer Management: Provides direction, gains commitment, facilitates change and achieves results through the efficient, creative and responsible deployment of volunteers; engages people in their areas of giftedness and passion.

Interpersonal Skills: Establishes good working relationships with all others who are relevant to the completion of work; works well with people at all levels of the congregation; builds appropriate rapport; considers the impact of his/her actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.

Motivating Others: Creates a climate in which people want to do their best; can motivate employees, volunteers and members; empowers others; invites shared input and decision making; makes each individual feel that his/her work is important.

Influencing Others: Encourages others to cooperate, participate, provide resources or make decisions, in service to the work at hand; uses verbal and nonverbal skills to communicate respect for others, and to generate energy passion and commitment to an idea; creates an environment that others want to participate in.

Verbal Communication: Able to deliver a message clearly, articulately and with appropriate emotion in a variety of settings; demonstrates communication styles appropriate to the situation at hand; adjusts the message, without losing the essence of the message, depending upon the circumstance and the listener.

Written Communication: Able to write clearly and succinctly; employs correct grammar, punctuation and patterns of speech; clearly delivers message in a tone appropriate to the context.

Goals:

Expand the volunteer pool to include more of the congregation, and possibly people from outside the congregation, matching people's natural passions to volunteer positions.

Evaluation:

Refer to First Presbyterian Church of Fond du Lac Personnel Policy

Term:

This position becomes effective June 1, 2025