



Communications Coordinator

Job Description

Updated February 2025

The Communications Coordinator will assist our church and council in building stronger relationships within the Terrace CRC by facilitating effective communication in the different spheres of church life and by taking care of administrative tasks that ensure the smooth functioning of our church. This is a part-time position of 8 hours per week.

Typical Duties

Admin

- Manage room bookings in church Google calendar.
- Update contacts and personal info for church community in directory and Bridge App.
- Serve as the contact person for general inquiries received via email and social media.
- Manage church mailboxes (assign space to newcomers, order name tags and keep lists current).

Communications

- Send out weekly email newsletter with Bulletin information, Deacon's Corner, offering info, announcements, outreach initiatives, ministry opportunities and denominational news.
- Keep social media platforms (Facebook, Instagram, YouTube) and Bridge App updated.
- Keep website current.
- Keep tabs on denominational news and church calendar to share timely announcements.
- Compile and format various other communications as needed. Examples may include:
 - annual report and printed directory.
- Create pre-service announcement slides and upload them to the PowerPoint computer before Sunday each week.
- Assist council with communication needs.
- Manage council access to the cloud-based document sharing platform.
- Coordinate with bulletin editors to communicate important information to both print and digital audiences. (Send relevant content to bulletin editors and gather content from the bulletin for digital sharing.)
- Attend church council meetings and offer work reports on a quarterly basis.

Qualities of a Communications Coordinator:

- Loves the Lord and try to live a life that exemplifies Jesus Christ.
- Has strong communication skills – interpersonal and digital.
- Is self-motivated and able to work independently or as part of a team.
- Shows respect for established processes, but also facilitate change when needed.
- Has a passion for inviting all to participate in church life.
- Is comfortable working on a computer for updating the church website, compiling reports and maintaining a church database.
- Is pleasant, positive and friendly.