



# TRINITY PRESBYTERIAN CHURCH

CHARLOTTE, NORTH CAROLINA

## STAFF TEAM JOB DESCRIPTION ADMINISTRATIVE/COMMUNICATIONS COORDINATOR

REPORTS TO: Church Administrator  
DIRECTLY SUPERVISES: N/A  
STATUS: Part-Time (25 hours per week)  
DATE: 2024

### JOB SUMMARY

The Administrative/Communications Coordinator provides general administrative assistance, manages facility bookings, and promotes the life of the church internally and to the broader community.

### ESSENTIAL FUNCTIONS

#### Administrative

- Greets people as they arrive in our Welcome Center and answers phone calls. Serves as the “first face and first voice” of Trinity.
- Compiles, edits, and publishes all worship and funeral bulletins.
- Maintains the master church calendar. Schedules church and non-church events.
- Markets Trinity’s space to outside groups for regular rentals.
- Maintains columbarium niche reservations and memorial garden use.
- Miscellaneous data entry as directed by the Church Administrator.

#### Communications

- Strategically tells the church’s story to the church and larger community across digital and printed platforms.
- Manages and curates content for the church’s Instagram and Facebook accounts.
- Utilizes graphic design skills across platforms in sync with the church’s branding.
- Creates and publishes “Weekly Word” Constant Contact update and other announcements.
- Updates website content as requested.
- Works with staff on marketing/branding for various events.

### OTHER RESPONSIBILITIES

- Attend staff meetings.
- Maintain and order office supplies.
- Maintain confidentiality and discretion regarding sensitive information.

### MINIMUM QUALIFICATIONS

Preferred BA/BS

Preferred 2-3 years of experience

**PHYSICAL REQUIREMENTS**

Requires hours of sitting and using office equipment and computers.  
Occasional lifting of supplies and storage boxes.  
Converse with a wide variety of people on various issues.

**CORE COMPETENCIES**

- **Interpersonal Skills:** Demonstrates the ability to work with all kinds of people. Engages people positively, with a demeanor of optimism and abundance. Demonstrates the skills of active listening and practices good discernment. Productively engages and resolves interpersonal conflict. Understands the value of discretion and how to use it. Holds others accountable in a spirit of love.
- **Technology:** Possesses proficient skills in Microsoft Office Suite, Facebook/Instagram, YouTube, Constant Contact, Wordpress, and a graphic design program.
- **Process Management:** Able to discern the processes necessary to get things done; knows how to organize people and activities; understands how to separate and combine tasks into efficient work flow.
- **Problem Solving:** Uses rigorous logic and methods to solve difficult problems with effective solutions; works with fellow team members to probe all fruitful sources for answers; can see hidden problems; is excellent at analysis; looks beyond the obvious. Asks for help when needed.
- **Resourcefulness:** Seeks answers and information when needed. Knows who to ask, connects with other people and leaders on the team.
- **Team Player:** Contributes to the process of sharing best practices, identifying and solving common problems.
- **Prioritization and Time Management:** Addresses various tasks and assignments with a large-picture view, taking care of most important tasks first. Meets deadlines.



TO APPLY:

Please email a cover letter and resume to: [slindsley@trinitypreschurch.org](mailto:slindsley@trinitypreschurch.org)