



Position Title: Office and Communications Manager

Reports To: Head of Staff

Classification: Exempt

Created: August 2022

I. Accountability

The Office and Communications Manager is accountable to the Head of Staff and Session through the Personnel Support Ministry Group (PSM).

II. General Description

The Office and Communications Manager is responsible for supporting the staff lead, coordinating activities within the church office, producing church communications, and maintaining the church's website and social media.

III. Responsibilities

A. Support

Support the Staff Lead.

1. Assist with preparations for weekly staff meetings
2. Additional support subject to availability for church staff members, the Clerk of Session, ministry groups, programs, and the congregation

B. Office Management

Responsibilities include managing the calendar, anticipating, and prioritizing projects, maintaining a functional office environment, and coordinating facility maintenance.

1. **Calendar:** maintain and update the Church master calendar and schedule use of church rooms.
2. **Realm**
 - a. Update and maintain membership information
 - b. Create/generate specific mailing labels/merge
 - c. Create reports using Realm data
3. **Office Environment**
 - a. **Telephone:** take general calls to the church office and forward as applicable; maintain the office telephone and voice mail system
 - b. **Mail:** sort and distribute incoming mail and coordinate outgoing mail; prepare mailings
4. **Office Equipment and Supplies**
 - a. Manage office equipment: printers/copiers, fax machine, postage meter, screen/projector
 - b. Order and stock office and church supplies
 - c. Coordinate the use of the projector, conference phone, church zoom account, and owl for meetings/events

5. Buildings and Grounds

- a. Manage keys (maintain notebook, coordinate with B&G on key replenishment, assign and distribute keys as needed for vendors, staff and church members and administer and assign fobs that coordinate with the door/lock system)
- b. Identify or log needed repairs and communicate to B&G Committee
- c. Help B&G Committee with vendor meetings as available
- d. Manage cleaning crew, including scheduling extra cleanings and tracking their hours; maintain inventory of cleaning supplies
- e. For the Chapel Garden: coordinate internments, including ordering the engravings and scheduling the internment

6. Facility Usage by Outside Groups (e.g., scouts, weddings, summer camp)

- a. Manage scheduling and room and equipment availability
- b. For Family Promise: work with Family Promise coordinators to schedule Family Promise stays, determine room assignments, and coordinate extra cleanings

C. Communications Management

Responsibilities include copy writing and maintenance of the fpcw website and social media as well as production and distribution of regular and ad hoc communications.

1. Website

- a. Update worship schedule
- b. Maintain site content, including writing copy, selecting images, posting reports, and removing outdated content; obtain approvals as needed
- c. Edit sermon media for web site distribution
- d. Help identify improvement opportunities for the web site

2. Regular publications (currently including Daily Bread, Saturday Worship email, and Bulletin): manage the end-to-end process from content proposal to production

- a. Propose content for Daily Bread and Saturday Worship email, working with Head of Staff; propose content for Sunday bulletin, working with Director of Music and Worship
- b. Write first drafts for some of the content; coordinate with contributors for remaining content
- c. Select images
- d. Produce, distribute, post publications, as applicable

3. Social media: maintain content on fpcw's social media (currently Facebook and Instagram)

- a. Work with staff to identify content for posting
- b. Maintain content
- c. Monitor comments and respond as applicable

IV. Qualifications and Personal Qualities

- A. Basic computer skills and familiarity with social media.
- B. Experience in communications, including copy writing and basic layout.
- C. Strong organization skills and attention to detail.
- D. Dedicated follower of Jesus Christ.
- E. Spiritual depth, moral integrity and theological maturity.
- F. Supportive and empathetic team member.

- G. Ability to maintain confidentiality.
- H. Self-starter and good listener.
- I. Openness and confidence in relating to people of all types and differing views.

Please contact us at fpcw.recruiting@gmail.com with any questions or to express interest in the role.