

April 26, 2019

Position Open: Part Time Church Communications and Membership director

#### Position Purpose

Direct communications and membership management for a network of two growing Christian congregations. Participate in a team-based leadership environment, bringing self-explored communication strategies that engage the congregations and their surrounding communities. Learn more about our congregations at [www.trinitywarren.org](http://www.trinitywarren.org) and [www.stfrancisyoungsville.org](http://www.stfrancisyoungsville.org).

The best candidate will demonstrate creativity and innovation, display a focus on results, and exemplify proper discretion for a church environment.

#### Responsibilities

##### *Communications*

- Direct the process of creating and publishing all physical and online documents, advertisements, invitations, and social media interactions
- Assemble, publish, and distribute weekly and special event printed worship materials
- Present proposals on best use of available communication resources
- Maintain publishing equipment, including copiers, internet services, and mailing equipment

##### *Membership*

- Facilitate questions, information, resource management, volunteer recruitment and organization
- Maintain church membership records, including contact information, donation tracking, and newcomer intake process

##### *Clergy assistance*

- Able to cover office tasks of clergy leader during his/her vacations and times away
- Effectively redirect members and public to clergy leader when necessary

#### Skills

- Microsoft Office, various social media, email, some graphic arts facility
- Willing to learn church membership computer program
- Christian religious background and participation not required but a definite plus

#### Hours

- Sunday morning. Other hours are flexible, including working from home.

#### Compensation

- Salary negotiable depending on experience, interest, and availability.
- Bonuses and pay increases tied to growth of congregations. Position may grow through additional duties as congregations grow and as employee sees opportunities.

Interested persons should submit cover letter and resume to:  
[TrinityEmployment2019@gmail.com](mailto:TrinityEmployment2019@gmail.com) by May 30<sup>th</sup>.