

Content and Connections Coordinator, Part-Time

Position Reports to: The Lead Pastor
Position Location: Hope Community Church, Cottage Grove, MN
Employment Type: Part-Time (approximately 10 hours/week)
Hourly Wage: \$15-17/hour based on experience

SUMMARY/PURPOSE

The Content and Connections Coordinator at Hope Community Church serves as the individual charged with pastoral and congregational support. This position coordinates church events and activities, internal and external communications, and manages church resources with the guidance of church leaders.

ESSENTIAL FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions:

1. Serve as administrative support for the pastors and their activities.
2. Coordinate church events, ministries, and prayer activities.
3. Take thorough and accurate notes and relay necessary information..
4. Manage church calendar and communications.
5. Produce the church bulletin for Sunday service.
6. Coordinate activities on special projects as assigned.
7. Ensure the accuracy of external-facing media including the website and social media pages.
8. Oversee Guest Services Team.
9. Create graphics to promote events and sermon series.
10. Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Christ-centered
- Knowledge of good practice in event planning
- Excellent written and verbal communication skills
- Strong organizational skills and able to meet deadlines
- Positive and motivational attitude
- Proficient in Microsoft Office Suite
- Ability to work and communicate with diverse individuals
- Ability to build and lead high-functioning teams
- General understanding of HTML and graphic design
- Photography and videography skills a plus

SUPERVISORY RESPONSIBILITY

This position has no direct reports.

WORK ENVIRONMENT

This job operates in a standard office environment. This role routinely uses standard office equipment such as computers, phones, and photocopiers.

POSITION TYPE AND EXPECTED HOURS OF WORK

This is a part-time position. Hours may vary. Night and weekend work may be required to meet the expectations of the position.

TRAVEL

Travel is not expected for the individual in this role.

EDUCATION & EXPERIENCE

Position requires a minimum of a high school diploma or equivalent
Understanding of the expectations of working in a faith-based environment
Previous experience working in an office setting preferred

EMPLOYMENT POLICY

It is the policy of Hope Community Church to hire a member of the church. Applicant must adhere to the Statements of Faith and the Policies and Procedures of the Christian and Missionary Alliance as well as the policies and procedures of Hope Community Church.