



First Church United Methodist Evanston
516 Church Street
Evanston, IL 60201

JOB DESCRIPTION

Position Title: Front Office and Communications Coordinator

Category: Part-time

Reports to: Executive Pastor

Salary: Hourly - \$20.00 per hour

Hours: 20 hours per week

Shift: In-person

Contact: Please send a resume and cover letter to faithatfirstoffice@gmail.com

Job Summary:

The role of the Front Office and Communications Coordinator at First Church United Methodist Church Evanston is two-fold:

- Serving as the first point of contact for members and guests to our church.
- Managing and coordinating the church's communication efforts, including producing the weekly newsletter, managing social media platforms, and sending routine church emails.

Essential Duties and Responsibilities:

Front Office

- Welcome and assist on-site visitors
- Provide access to members to the church building
- Answer incoming calls and assist callers with their needs
- Receive, sort, route physical mail and deliveries
- Supervise and schedule front office volunteers
- Other administrative duties as assigned.

Communications:

- Receive and manage Communication and Calendar Request forms, ensuring that all requests include detailed descriptions of the event and contact information
- Update the church's website with relevant information as needed
- Work with lay volunteers on the Communications Committee and attend their monthly meetings
- Support the church's online presence by keeping the website calendar updated with current information and events.
- Collaborate with church staff and ministry leaders to gather content and announcements for eNews, including photographs.

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Essential Duties and Responsibilities: (continued)

- Design, edit, and distribute the weekly eNews Newsletter, ensuring all information is accurate, timely, and well-presented, following consistent format, images and hyperlinks
- Create and manage content for the church's social media platforms (Facebook, Instagram, etc.), ensuring consistent messaging and engagement with followers. Monitor social media channels for interactions, promptly responding to and/or asking for guidance about responding to inquiries or comments.
- Create weekly bulletin insert, using standard template and eNews, highlighting 1 to 2 upcoming events, and adult Sunday morning classes
- Draft and send special church-wide emails, including event updates, announcements, and important notices.
- Utilize email marketing software to create visually appealing and effective email campaigns.
- Ensure all church communications align with the church's vision and values, maintaining a professional and welcoming tone.
- Collaborate with church leadership to promote special events, services, and outreach initiatives.
- Assist with other administrative and communication tasks as needed to support the overall mission of the church.

Qualifications:

- Experience in a church setting is a plus
- Strong customer service orientation
- Must be able to handle multiple projects with changing priorities
- Proficiency with social media platforms, email marketing tools, and content management systems.
- Exceptional verbal and written communication skills, with a focus on professional writing, proofreading, and editing.
- Proficiency in Microsoft Office 365 (including Word, Excel, PowerPoint, and Outlook).
- Familiarity with church culture and an understanding of religious communications.
- Excellent organizational skills with the ability to manage multiple tasks and deadlines.
- A high level of creativity and attention to detail.
- Ability to work independently while also collaborating with church staff and volunteers.
- A high degree of discretion and confidentiality in handling sensitive matters related to church staff, members, and operations.
- Must be supportive of the work and mission of First United Methodist Church of Evanston, a Reconciling Congregation

Scheduling Requirements:

- Able to work on-site Monday-Friday (10am-2pm) and Sundays (8:30am-12:30pm).