

**Christ Episcopal Church**  
**New Bern, NC**  
**Position Description**

**Position Title**

The title for this position shall be: Receptionist/Communications Coordinator.

**FLSA Status**

The Receptionist/Communications Coordinator shall be a non-exempt (hourly) position.

**Position Status**

The Receptionist/Communications Coordinator shall be a part-time position. The person shall work approximately twenty (20) hours per week.

**Reporting Relationship**

The position shall report to and receive direct supervision from the Christ Church Operations Manager. Direct supervision shall include determining and scheduling hours of work. Possible hours: Monday & Tuesday 9-4 with ½ hour for lunch, Wednesday & Thursday 9 – 12:30pm. Total of 20 hours per week.

**Position Summary**

At the direction of the Christ Church Operations Manager, the Receptionist/Communications Coordinator shall design, author, edit, update, format, copy and distribute various communications media aimed at informing Christ Church parishioners about the events and initiatives that frame the mission and ministries of Christ Church. Certain communications media shall be aimed at informing the greater New Bern community about Christ Church events and initiatives. Communications media shall include paper publications (both occasional and regularly recurring), messages conveyed by electronic means (Internet) and postings to Internet-enabled (on-line) and paper news sources. Answering incoming telephone lines, directing to proper persons, giving out information, plus meeting public in the reception area.

**Duties and Responsibilities**

At the direction of the Christ Church Operations Manager, the Receptionist/Communications Coordinator shall:

1. Solicit and receive from Christ Church clergy, lay staff and parishioners and other persons identified by the Operations Manager information intended for inclusion in communications media.
2. Design, author, edit, update and format various paper publications. These publications shall include Sunday service bulletins, bulletin inserts (The Messenger), monthly newsletters (The Crown), special mailings, posters, flyers and brochures heralding events and initiatives, and possible help with advertisements to be included in New Bern news media. Copy, collate, distribute and mail paper publications.
3. Design, author, edit, update and format various Internet-enabled information media. These shall include monthly newsletters (The Crown), weekly messengers (The Mid-Week Messenger) and special messages. Distribute these media using email address lists identified by the Operations Manager.
4. Manage, edit, update website, working with staff and parishioners to gather content.
5. Meet and greet public and answer incoming telephone lines.
6. Assist the Operations Manager/Clergy in performing other special projects.
7. Attend staff meetings scheduled by Christ Church clergy or the Operations Manager.

## **Qualifications and Skills**

The Receptionist/Communications Coordinator shall possess experience working in a professional services office environment. Work experience in a not-for-profit and/or religious institution setting shall be preferred. Specific qualifications shall include:

1. High school diploma or certificate signifying graduation from a technical vocational educational institution. Associate or College Degree preferred.
2. Possess a pleasant personality and have patience while working with a diverse group of individuals. This position represents the face of the church and must have an empathetic nature.
3. Capable of working independently and within an environment of distraction. Must be proactive and work as a team player.
4. Ability to work cooperatively, consistently and reliably with Christ Church clergy and lay staff.
5. Must show willingness to exercise confidentiality associated with church-related work.
6. Experience in designing, authoring, editing, updating, formatting, producing, publishing and distributing paper and Internet-enabled media similar in form and content to that identified in Duties and Responsibilities, above. At least 2 years of experience with desktop publishing especially Microsoft Publisher or similar program.
7. Strong work organization abilities; ability to focus on and perform multiple concurrent assignments and to follow verbal instruction.
8. Ability to accept and perform work assignments with “once and done” direction. Ability to take initiative and work independently while respecting assignment boundaries established by the Operations Manager.
9. Ability to meet communications media production deadlines.

The Receptionist/Communications Coordinator shall possess specific skills:

1. Mastery of publishing software such as the Microsoft Office suite of software products especially Microsoft Publisher or similar program.
2. Excellent writing and editing skills including proper grammar and sentence structure.
3. Hands-on ability to perform the techniques required to post, edit and update content for the Christ Church website, Facebook page(s) and other popular Christ Church-approved social media.
4. Practical knowledge relating to operation of devices commonly found in professional office settings including document copiers, document collators, fax machines and the like.

## **Working Conditions**

The Receptionist/Communications Coordinator shall perform assigned duties and responsibilities at a Christ Church reception area.

## **Effective Date of Position**

The Receptionist/Communications Coordinator position will be available on April 23, 2017.

## **How to Apply**

Send your expression of interest/resume to the Christ Church Operations Manager, Ms Nancy Przybylko, at: [nancyoperationsmanager@christchurchnewbern.com](mailto:nancyoperationsmanager@christchurchnewbern.com), or mail your expression of interest to Nancy at Christ Church, Box 1246, New Bern, NC 28563. Expression of interest will be received through April 5, 2017

Christ Episcopal Church is an Equal Opportunity Employer.