Communications & Office Coordinator

(Part-Time, 18-24 Hours per Week)

Lockwood Community Church is seeking an organized, dependable, and detail-oriented individual to serve as our Communications & Office Coordinator. This part-time position supports the church office while helping communicate the life and ministry of the church through print, digital, and social media.

The successful candidate will be comfortable working independently, communicating with people, writing and proofreading, using technology, and managing multiple tasks and deadlines.

RESPONSIBILITIES include, but are not limited to:

Church Communications

- Designing, preparing, proofreading, printing, and distributing the weekly church bulletin
- Preparing and sending the Weekly Update, prayer requests, announcements, and other church communications
- Maintaining the church website and online calendar
- Managing the church's Facebook page and developing regular, engaging content
- Creating graphics and promotional materials for church events and ministries
- Taking photos at church events and activities for use on Facebook, the website, bulletins, and other communications
- Assisting with other digital communication platforms as appropriate

Office & Weekly Support

- Answering routine phone calls, emails, and messages and assisting those contacting the church office
- Preparing, printing, and distributing materials needed for Sunday services, including worship orders, sermon notes, sign-in sheets, and other materials
- Preparing and distributing materials throughout the church as needed
- Handling routine mail, copying, printing, filing, supplies, and other office tasks
- Assisting with ministry schedules, lists, forms, and other administrative materials
- Supporting pastors, staff, and ministry leaders with routine office and communication needs

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Events & Ministry Support

- Promoting church events and ministries through the bulletin, Weekly Update, website, Facebook, and other communication channels
- Preparing sign-up materials and other resources for events and ministries
- Assisting with special projects and seasonal church activities
- Working occasional additional hours to attend events, take photographs, or assist with special projects as needed
- Performing other duties and responsibilities as assigned

QUALIFICATIONS

Successful candidates will:

- Be dependable, self-motivated, and punctual
- Have strong organizational and time-management skills
- Have excellent writing, proofreading, and attention-to-detail skills
- Have excellent interpersonal skills
- Be comfortable with computers, email, social media, and learning new technology
- Experience with graphic design tools (e.g., Canva) is preferred
- Handle confidential and sensitive information appropriately
- Previous office, communications, church, or nonprofit experience is preferred but not required

FAITH REQUIREMENT

As a Christian church, Lockwood Community Church requires employees to affirm and conduct themselves in accordance with the church's Tenets of Faith (see lockwoodchurch.org/documents)

COMPENSATION & BENEFITS

- $16–$19 per hour, based on qualifications and experience
- 18–24 hours per week
- Paid Time Off (PTO)
- Paid holidays

TO APPLY

Please submit a résumé and a brief letter of interest to office@lockwoodchurch.org. Applications will be accepted until the position is filled.