



## **JOB DESCRIPTION - Communications Coordinator, ¼ FTE (10 hr/wk) February 18, 2020**

---

### **About the Position: Communications Coordinator**

We are seeking a sharp, enthusiastic individual to fill a newly created communications role in our active, progressive congregation that is spiritually alive, joyfully inclusive, and committed to justice. The successful applicant will help us voice and celebrate this mission in digital and print messages to members of the congregation and a wider community, sparking spiritual curiosity and cultivating spiritual growth. A positive attitude, collaborative style and ability to work with a diverse group of people and range of interests is necessary. Position is ¼ FTE, 10 hours per week and reports to the Senior Pastor. Pay is up to \$20/hr, depending on experience.

### **Key Areas of Responsibility:**

- Work with pastoral staff to identify and develop a “brand” voice and style which expresses the mission and values of ORUCC on its web site, social media outlets and other communications.
- Maintain website, and social media pages with up-to-date information and engaging content.
- Produce monthly features of targeted ministry areas and coordinate production of a monthly church newsletter.
- Curate event photos, community events, programs, and sermon series to promote accessibility and sharing.

### **Qualifications & Competencies:**

- Excellent communication skills with experience crafting messages for a variety of audiences and communication channels
- Knowledge and experience working with WordPress and Microsoft Office Suite.
- Keen knowledge of hospitality ethos, customer service principles and practices
- The desire to become part of a unique, caring and stimulating faith-based organization.
- Flexibility to adjust schedule to be present and participate in church life, events and meetings to build relationships among the congregation and Ministry teams.

**To apply for this position, please email your resume including references to [office@orucc.org](mailto:office@orucc.org), or by mail to: Communications Hiring, ORUCC, 1501 Gilbert Road, Madison WI 53711. **Deadline for applications is March 14, 2020.****