

**Job Posting:** Administrative Communications Coordinator

**Location:** First Baptist Church, Shelby, NC

**Reports To:** Associate Pastor

**Classification:** Full-Time

**Compensation:** Negotiable based on experience

## About

First Baptist Church is a welcoming, Christ-centered congregation located in Shelby, North Carolina. Join us in our mission to love God, love people, and make disciples of Jesus Christ – reaching our community with hope and equipping families to grow in faith.

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## Position Summary

We're looking for a confident, organized, and creative Administrative Communications Coordinator to help us share the story of what God is doing in and through our church.

In this role, you will drive digital engagement, manage essential administrative operations, and ensure our communications are clear, excellent, and inspiring. Your work will be vital to our vision of attracting, engaging, and retaining young families while fostering meaningful connections across generations.

Under the supervision of the Associate Pastor, you will:

- **Own digital engagement** and content across all platforms (website, social media, email, etc.).
  - **Manage the flow of information** within the church and out to the community.
  - **Coordinate facility usage and the church master calendar** to keep ministries, events, and teams running smoothly.
  - **Support daily administrative needs** to keep our staff, volunteers, and members equipped and connected.
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## Key Responsibilities

- **Keep us organized:** Update member records, prep ministry materials, answer phones, execute bulk mailings and support the team with daily admin tasks that keep everything running smoothly.
- **Create content that connects:** Design slides, post on social media, and send out bulletins and print publications to keep people informed and engaged.
- **Make events happen:** Schedule rooms and equipment requests, book vehicles, and manage the church calendar so every service and event goes off without a hitch.

## Key Responsibilities Cont.

- **Be the friendly face and the organizer:** Greet members and guests to make them feel welcome, and keep the front desk team on point by creating the monthly volunteer schedule.
  - **Help new people feel at home:** Work with the welcome and hospitality teams to connect and integrate new members into our church family.
  - **Drive engagement online:** Post photos, videos, and stories that highlight our mission, encourage participation, and communicate our unique identity.
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## What We're Looking For

- **You have a high school diploma**, and it's a bonus if you have an associate's or bachelor's degree.
  - **You've done some office admin work before**, and if that was in a church setting, even better.
  - **You're comfortable using Microsoft Office**, Adobe, and Canva, and you're open to learning Planning Center if you haven't used it yet.
  - **You know how to create and edit photos and videos** and are confident managing social media to engage people.
  - **You're organized, reliable**, and able to juggle multiple tasks without dropping the ball.
  - **You are humble, communicate clearly** and work well with others.
  - **You're always ready to learn** new software and tools to make your work even better.
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## How to Apply

Interested candidates should submit a **resume and cover letter** to:

 [fbc.shelby2024@gmail.com](mailto:fbc.shelby2024@gmail.com)