



Church Administrator & Communications Coordinator

Job Description

Position Title: Administrative & Communications Coordinator

Hours: 20–25 hours/week

Reports To: Pastor of Monticello UMC (collaborates with LifeBridge pastor and staff team)

Summary

The person in this position will support the mission of Monticello & LifeBridge — *Following Jesus, growing faith, impacting lives together* — by serving as the organizational hub for administration and communication. This role ensures smooth daily operations, aligned staff teamwork, and clear communication inside and outside the church.

Key Responsibilities

Administrative Support & Office Management

- Serve as the main point of contact for phone calls and general emails sent to the church.
- Manage and coordinate the church calendars (including the pastor's schedule, facility use, and ministry events)
- Oversee general office administration (mail, ordering supplies, printing, filing, etc.).
- Liaison with the church's external IT company for technology needs and troubleshooting.
- Order supplies and items needed for worship and ministry events.
- Maintain church records (membership, attendance, giving, baptisms, etc.).
- Prepare and submit Conference reports and other required documentation.

Internal Communication & Coordination

- Lead staff meetings, ensuring a focus on mission, priorities, and follow-up.
- Track and communicate action items for staff and volunteers.
- Produce and distribute internal communications such as weekly newsletters, announcements, worship bulletin, and schedules.

- Manage communication and information shared at the church Connection Point.

External Communications & Engagement

- Work with volunteers to manage engagement with new visitors (thank-you emails or texts, follow-up communication, and connecting them to next steps).
 - Coordinate and post content for social media platforms using stories, photos, and videos provided by staff and volunteers.
 - Maintain the church website with accurate, current information.
 - Support communication efforts for special events, outreach, and marketing campaigns.
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Desired Skills & Qualifications

- Strong organizational and time-management skills.
- Clear written and verbal communication.
- Proficiency with office software, email systems, and social media platforms (training available).
- Ability to manage multiple tasks and maintain confidentiality.
- Collaborative, approachable, and detail-oriented.
- Prior experience in administration, communications, or nonprofit/church work is a plus.