

Rainbow Presbyterian Church
3220 Rainbow Drive | Rainbow City, AL. 35906

Job Title: *Communications & Administrative Specialist*

Position Type: *Part-Time (24-30 Hours Weekly)*

Reports to: *Exec. Congregational Care Pastor (ECCP) through the direction and oversight of the Lead Pastor (LP)*

Job Summary:

The Church Communications and Administrative Specialist supports the mission and ministry of the church by ensuring smooth day-to-day operations, assisting ministerial staff with clerical duties, and delivering clear, consistent communication both internally and externally. This role combines administrative support with creative communication skills to help keep the pastoral staff supported and the congregation informed, engaged, and connected.

Key Responsibilities:

Administrative Support

- Work in tandem with the Office Administrator on points of contact for visitors, members, and inquiries via phone, email, and in-person.
- Create and maintain interactive live church calendar for planning and scheduling meetings and events for church wide use and access.
- Prepare, proof, and distribute weekly bulletins, worship materials, and reports.
- Assist the lead pastor, pastoral, and worship staff team with administrative tasks and correspondence.
- Attend, facilitate, and provide support to the LP and ECCP for all Rainbow Inquirers Classes (RIC) and associate follow up with inquirers and new members.
- Attend and assist Office Administrator with scheduled staff meetings.
- Be trained to support/cover the functions of the Office Administrator on a temporary basis when the Office Administrator is out of the office.
- Other administrative duties as assigned by ECCP or LP.

Communications

- Create and send weekly email newsletters, announcements, and reminders.
 - Manage the church's website and update/create content regularly (e.g., sermons, events, staff info).
 - Maintain and grow the church's social media presence (e.g., Facebook, Instagram).
 - Design graphics, flyers, and other promotional materials for events and ministries.
 - Download, organize, and publish interactive live and recorded teaching/discipleship content.
 - Ensure consistency in all church communications.
 - Other communications duties as assigned by ECCP or LP.
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Qualifications:

- A personal profession of faith in Christ, evidence of the Fruit of the Spirit, and ascribe to the church member vows.
 - Strong organizational and multitasking skills.
 - Excellent written, proofing, and verbal communication skills.
 - Experience with graphic design software and development.
 - Excellent proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint) Google Docs, and trainable knowledge of communication tools (Constant Contact, Canva, Pro Presenter, etc.).
 - Experience with website management (e.g., Subsplash, WordPress, Realm or similar platforms) is a plus.
 - Experience with Social Media Platforms (e.g. Instagram, Facebook, Twitter or similar platforms)
 - Ability to maintain confidentiality and demonstrate discretion.
 - Friendly, welcoming demeanor with a heart for ministry and service.
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Work Schedule:

- Hours per week: 24-30 : 8:30-2:30 or 9-3 PM (Monday- Thursday, Friday (As Needed)
Some weekend or evening hours may be required for special events.
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Compensation: To be determined based on qualifications, experience, and hours.