



## Communications & Hospitality Coordinator

The Vision of Redeemer is “That the Lord’s Kingdom would come, Christ would continue to transform our communities, and through God’s grace, we would grow into men and women who reflect the love of Christ to our neighbors.” At Redeemer, we are thankful to be a diverse church, both ethnically and socio-economically, and place a high priority on seeking to live out our call to be a healthy Christian community together.

The role of Communications & Hospitality Coordinator is to help the church communication systems to function at a high level and provide necessary support to the Director of Operations and various ministries of the church.

### Responsibilities:

- **Communications Coordinator 70%**

- Communications
  - Advertising for church events through weekly emails, Sunday announcements, social media, church app and website events pages
  - Manage email contact lists
  - Managing and responding to emails from general church email inboxes
  - Managing and updating Subsplash platforms: website & apps
  - Make updates to Membership Directory, google sheets, and Subsplash
  - Assist with special projects, printing, filing, scanning, etc...
  - Format & send discipleship emails, monthly neighborhood groups and other regular communication as needed

- **Hospitality Coordinator 30%**

- Sunday Mornings
  - Create hospitality schedule, manage and lead volunteers on Sunday morning
  - Manage set up and take down of hospitality areas
  - Organize, track and order supplies as needed for hospitality & building needs
  - Manage hospitality budget
- Special Events
  - Create event registrations and record and share responses
  - Order food and supplies, and help with set-up, break down as needed for events



### **Additional Details:**

Preferred but not required: a bachelor's degree and experience with administrative and communications tasks.

### **Preferred qualifications:**

#### **Hard skills**

- Excellent written communication skills
- Moderate proficiency with scheduling programs. (Preferred) Experience in Subsplash Planning Program
- Moderate proficiency with Canva, Keynote, Pages, and Google Workspaces

#### **Soft skills**

- Comprehensive knowledge, agreement, and adherence to the mission, vision, and core values of Redeemer Community Church
- Christian lifestyle that is in harmony with clear Biblical standards
- Handles confidential matters with discretion
- Self-motivated, independent worker with the leadership skills necessary to engage and lead teams
- Ability to manage multiple responsibilities while maintaining a warm and welcoming demeanor.
- Desire to work with members of the church and the community.
- Communication skills, both written and oral, at all levels
- Professional ability to recruit, train, and supervise volunteers
- Team player with positive, servant-motivated attitude

### **Compensation:**

- Part-time, hourly position 12-15 hrs/week. (May include evenings and weekends for various church activities.)
- 2 Weeks Paid Vacation
- Monthly phone stipend
- Health Stipend

