

**Communications and Office Administrator  
Western Springs Baptist Church**

**CANDIDATE PROFILE**

**OVERVIEW**

The Communications and Office Administrator must be a devoted follower of Jesus Christ who is passionate about using their outstanding communication and organizational skills to advance the Kingdom of God within a local church context. To effectively share information with key audiences, the individual employs a variety of creative software and media tools. With a personable and welcoming demeanor, the individual communicates clearly both in person and in writing representing the church well. This person is excited about organizing and putting things in order and receives personal satisfaction when a task or project is complete.

**QUALIFICATIONS AND REQUIRED SKILLS**

1. A heart for the local church, a growing relationship with Jesus Christ, and a passion to use a variety of communication tools to reach others.
2. Ability to relate well to everyone, build relationships, and communicate effectively both interpersonally and corporately.
3. Proficiency using software tools to create engaging content for church communications, website, and social media.
4. Excellent written and oral communication skills.
5. Strong organizational skills and the ability to manage multiple projects.
6. Integrity and the ability to maintain confidentiality.
7. Demonstrated ability to lead, train, and organize others.
8. Bachelor's degree in communications, marketing, or related field.
9. Member or attender who participates in the life of WSBC, strongly preferred.