

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

### **POSITION DESCRIPTION**

#### **PURPOSE**

The Communications and Office Administrator coordinates all print and online communications enabling the church and broader community to see and celebrate the work God is doing through WSBC. This position also provides necessary support services for the Pastoral Staff while managing the church office.

#### **MAJOR REPOSIBILITIES**

1. Communications
  - a. Unify and align communications across all platforms: online, print, and in person.
  - b. Ensure high-quality and highest impact communications are created for both internal and external audiences.
  - c. Connect with Pastoral staff and Church Board regarding leadership priorities and decisions to be communicated to the church and/or local community.
  - d. Coordinate with church ministries and committees to support their communications needs.
  - e. Welcome visitors, guests, and vendors to the building during office hours and direct them to the appropriate parties.
  - f. Keep the church social media accounts and website fresh and engaging.
2. Office Management
  - a. Supervise the Financial Secretary and Maintenance Custodian.
  - b. Recruit, supervise, and train volunteers to meet communications and office needs.
  - c. Maintain the official church calendar.
  - d. Maintain files on all areas of church life, business, facilities, and personnel records.
  - e. Provide backup support for the Financial Secretary.
  - f. Develop and communicate office procedures and policies to ministry leaders and staff.
3. Facility Management
  - a. Schedule and manage facility use for church and non-church activities.
  - b. Attend monthly Facility and Finance Committee meetings and communicate facility needs and building use requests.
  - c. Provide on-sight Facility and Finance Committee support for emergencies and routine maintenance issues.
  - d. Maintain the facility maintenance calendar.

#### **PARAMETERS**

1. The Communications and Office Administrator reports directly to the Senior Pastor.
2. This is a full-time salaried position working 40 hours per week, Monday through Friday.