Job Description: Office and Communications Coordinator

Purpose

The Office and Communications Coordinator creates a warm, hospitable environment at Eastern Avenue Church while keeping the office running effectively and smoothly and keeping our congregation connected through clear, engaging communications. This is a part-time (20 hours per week) hourly position reporting to the Lead Pastor.

Employment Classification

This position is classified as a **part-time, non-exempt employee** under the Fair Labor Standards Act (FLSA) and is eligible for overtime compensation in accordance with applicable federal and state law.

Core Responsibilities

The core responsibilities are divided into three areas: Hospitality and Reception, Communications, and General Office Support.

1. Hospitality & Reception

- Extend a warm, welcoming presence to everyone who calls or visits the church office during scheduled office hours (currently 9a-2p, M-Th).
- Provide gracious support to visitors, members, staff, and ministry leaders.

2. Communications

- Oversee all digital and print materials (e.g., weekly emails, website, bulletin, and social media.)
- Maintain and update the church website and active social media channels.
- Draft and send weekly all-church email updates.
- Bring creativity and graphic design knowledge to the development of print and digital media.
- Ensure a consistent, cohesive brand and visual identity across all print and digital materials.
- Serve as the primary voice for general church-wide communications to ensure our community stays informed and engaged.

3. General Office Support

- Perform other administrative duties and tasks as assigned by the Lead Pastor and Director of Operations.
- Maintains office supplies and equipment.
- Supports staff, council, and committees and teams.

Relationships

- Reports to the Lead Pastor.
- Collaborates with pastors, office staff, and various volunteers.

Characteristics and Qualifications

- A transformational love for Jesus Christ and a commitment to the vision and ministry of Eastern Avenue Church.
- Warm, welcoming, and effective communication and graphic design skills (written, verbal, and digital).
- Strong organizational and time-management skills with great attention to detail.
- Proficiency with computer systems, office tools, digital media platforms, and basic database management.
- A heart for hospitality, a collaborative spirit, and a passion for serving others well.
- Bilingual in English and Spanish preferred.

Education and Experience

- A degree in Communications and Graphic Design preferred; equivalent experience considered.
- Experience in office management.
- Experience in communications and digital media.

Physical Requirements

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the position.

The position may require:

- Sitting, standing and walking for extended periods.
- Lifting and carrying office supplies and equipment or materials up to 25 pounds.
- Use of audiovisual and computer equipment.
- Movement throughout church facilities, including sanctuary, classrooms, and office areas.
- Occasional evening and weekend work consistent with ministry schedules.

Compensation and Benefits

- Commensurate with experience, beginning at **$25.00 per hour**,
- Professional development opportunities.

Equal Employment Opportunity Statement

Eastern Avenue Church is an equal opportunity employer. Consistent with applicable federal and state law, the Church reserves the right to employ individuals who support and affirm its religious beliefs, mission, and ministry objectives.

Reasonable Accommodation Statement

Eastern Avenue Church will provide reasonable accommodations to qualified individuals with disabilities in accordance with applicable law, unless doing so would create an undue hardship on church operations.

Job Description Disclaimer

This job description is intended to describe the general nature and level of work performed by an employee in this position. It is not intended to be an exhaustive list of all duties, responsibilities, or qualifications. Duties, responsibilities, and requirements may be modified at the discretion of Eastern Avenue Church to meet ministry and operational needs.