



Position:

Administration & Communication Coordinator

Status: Part Time (15 hours per week); Hourly

Reports To: Lead Pastor

Direct Reports: N/A

Position Overview

To oversee the administrative and office functions of the church and coordinate clear, consistent and timely communication for the church.

Responsibilities:

- Administer and coordinate communication and correspondence on behalf of the Glen Lake Church community, staff and consistory through electronic means, Sunday printed materials, Website, Social Media, and phone calls.
- Maintain and coordinate Glen Lake Church's building use calendar.
- Maintain Glen Lake Church congregational database.
- Organize and maintain the office environment to support ministry leadership. This will likely mean some specific office hours.
- Meet and work with other staff members as is necessary to carry out responsibilities.
- Coordinate logistics and collaborate on vision for Glen Lake hospitality and community-building events.
- Oversee and coordinate networking and community events hosted by Glen Lake Church.
- Oversee Glen Lake Church's First Impressions team.
- Inputting of weekly announcements and worship songs for Glen Lake Church Sunday Services.
- Perform additional duties as necessary or assigned.