

Role: Office and Communications Coordinator

Overview:

The **Office and Communications Coordinator** serves as the central hub of information, organization, and hospitality for the ministries of Westview CRC. This role ensures effective communication within the congregation and to the wider community, provides administrative support to staff and ministry leaders, and helps the church operate effectively toward our mission of encountering God, enfolding each other in fellowship, and equipping one another for service.

Organizational Alignment:

Reports directly to: Senior Pastor

Works closely with: Ministry staff, church council members, & volunteer service team leads while actively embodying Westview CRC's mission through:

- Supporting ministry programs and teams with excellence and grace
- Communicating clearly and creatively
- Creating a welcoming and organized environment for all who engage with our church
- Modeling and ensuring the highest standard of confidentiality in all church matters

Primary Responsibilities:

Office Administration:

- Serve as the first point of contact for phone calls, mail, emails, and visitors. Offer hospitality in a warm, professional manner.
- Manage office supplies, printing, mail, and equipment.
- Manage the Servant Keeper Database, which includes church membership, contact information, and giving.
- Actively manage Westview's Google calendar to coordinate all building use (including external reservations), proactively guiding and prompting participants as necessary.
- Ensure compliance with church policies and safe church procedures for all volunteers.
- Ensure data security, record keeping confidentiality, and proper file management.
- Provide required church operations information to the CRC denominational and/or classis offices as requested.
- Oversee proper receipts and records of staff charge card expenses and payment of Westview bills and invoices.

Communications and Media:

- Develop and distribute weekly communicator bulletin in both digital and hardcopy formats.
- Maintain the church website and social media platforms with timely and relevant updates and announcements.
- Support senior pastor and ministry leaders in promoting events, sermon series, and mission initiatives.
- Oversee brand consistency in all church communications (e.g. use of logo, fonts, tone, etc.).
- Serve as the central communications link across church staff, council, and congregation.

Worship Support:

- Distribute digital and print copies of “Order of Worship” for all scheduled services in coordination with the senior pastor and worship director.
- Create all PowerPoint presentations for use across various digital display screens throughout the church facility as needed for expected events and audiences.
- Schedule pastoral pulpit supply as needed from an elder approved list.
- Maintain Worship Event & Resource Schedule (e.g. preaching, praying, communion, etc.).

Event Support:

- Assist leaders with volunteer schedule, purchasing, and communication.
- Serve as a resource person for the Hospitality Team as needed.

Required Qualifications:

- Excellent organizational and administrative skills
- Strong interpersonal and communication (written & verbal) skills
- Proficiency in common workplace and website technology (Google Workspace, Microsoft Office Suite, social media)
- Willingness to learn and effectively use church management software (Servant Keeper) to improve office efficiency
- Proven ability to manage multiple priorities and deadlines with attention to detail
- Demonstrated character of integrity, humility and servant leadership
- Deep respect for maintaining strict confidentiality in all church office dealings
- Active commitment to Christ and to the authority of Scripture

Work Status & Schedule:

- 32-hours/week part-time hourly, non-exempt pay status
- Regularly scheduled weekly office hours expected, Monday – Thursday
- On-site in Westview church office located at 2929 Leonard Street NW

Apply:

- Email: hr@westviewcrc.org
- Online: <https://www.westviewcrc.org/careers>