



**Open Position: Communications Coordinator**  
Part Time

**Idlewild Presbyterian Church belongs to the PC(USA) and thrives with our mission** to pursue, personify, and practice as Presbyterians the good news of reconciliation and salvation in Christ through worship, formation, nurture, and outreach. Idlewild seeks to be a welcoming place where questions are as important as the answers.

**Idlewild seeks** a detail-oriented, strong communicator to execute church communications. The Communications Coordinator will report to the Director of Operations and Communications.

**Responsibilities**

The Communications Coordinator will be responsible for execution of the weekly and specialty bulletins, print media, website updates, and social media. This position will require flexible hours.

**Essential Functions:**

- Implement communications plan.
- Execute website design, content, and maintenance.
- Plan and manage ongoing messaging and communication strategies such as social media, and/or publications.
- Assist with event-related communications and planning.
- Execute weekly e-newsletter and other communications as scheduled
- Social media
- Video content
- A resource for Realm training

**Qualifications**

- Bachelor's degree (Communications or marketing preferred)
- 3+ years of directly related work experience
- Experience with church communications a plus
- Familiarity with Word Press, Canva, Constant Contact, and Realm is a plus
- Proficiency with Microsoft Office Suite
- Ability to prioritize and efficiently manage multiple deadlines and tasks
- Ability to perform repetitive tasks without supervision
- Keen attention to detail
- Excellent communication skills, both oral and written, and strong interpersonal skills
- Ability to learn new technology quickly
- Team-oriented, professional work style

**The ideal candidate will be:**

- highly motivated, positive and entrepreneurial minded.
  - a team player who is energetic, flexible and proactive.
  - willing to work with a small team in a collaborative, fast-paced, creative environment.
  - able to take a job from conception to completion and open to doing whatever it takes to get the job done.
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The annual salary range for this part-time (20 hour per week) position will start at \$18,500 and depend on the candidate's experience.

This position description is not intended, and should not be construed to be, an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the job. It is intended, however, to be an accurate summary of those principal job elements. This position may be required to perform other duties and responsibilities as assigned.

Qualified applicants should send a cover letter outlining interest, experience, and potential fit for the position along with a resume to [jobs@idlewildchurch.org](mailto:jobs@idlewildchurch.org). No phone calls, please. We thank all applicants for their interest; only those selected for an interview will be contacted.