

Title: Communications Coordinator

Reports to: Lead Pastor

Status: 20 Hours per week; on-site

FLSA: non-exempt

Pay range: \$25-30 per hour.

Communications Coordinator will provide support and assistance to Pastors, staff, and members of ULCH. Primary duties consist of church communications, social media, IT coordination, member relations, and other duties to support the ministry and work of the congregation.

Hospitality

Create a welcoming environment; answer and direct calls; respond to emails; assist building users and guests.

Communications

Responsible for input and implementation of an annual communications plan in conjunction with Lead Pastor and when appropriate a communications task force.

Compile and assist with regular church publications; compile the Annual Report; manage church emails and voicemails; reinvigorate church website and social media presence; assist with signage, bulletin boards, and publicity for events; maintain church directory; special tasks as assigned.

Office and Data Management

Oversee an efficient and effective office environment; provide administrative support as needed to Pastors and staff; organize and maintain church databases, records, and files; maintain phone systems, copiers, and office support technologies; organize and maintain an orderly and efficient mail/copier room.

Facility and Building Management Use

Oversee building access system; schedule, organize and communicate usage of church facilities and parking areas; recruit and manage a roster of contract parkers and facilitate group emails and text messaging; maintain building calendar on our website and other documentation as assigned.

Other Responsibilities

Participate in weekly staff meetings and occasional staff retreats; participate in staff development activities; engage in activities to build intercultural competency; forms management for volunteer support.

Qualifications

Bachelor's degree preferred, post-secondary education desirable.

Two years of relevant experience in church, non-profit, or similar setting are desirable but not required.

Working knowledge of Microsoft and Google office products and a willingness to learn new products such as Canva, ICON CMO, and others as needed.

Social media skills; website management desirable.

Core Competencies

Hospitality: Nurture a culture of hospitality and safety within a diverse community; maintain clear boundaries and expectations.

Communication Skills: Communicate respectfully, clearly, and promptly in both writing and speaking.

Trustworthy and Dependable: Operate with professional integrity and commitment.

Collaboration: Function in respectful and mutual collaboration with staff, lay leaders and members.

Time Management: Manage work effectively and efficiently; meet deadlines; balance priorities; respect the time of others; maintain organization.

Attention to detail: Consistently attend to details while seeing the big picture.

Interpersonal Savvy: Value the time and gifts of volunteers and others; express appreciation; act with respect and care.

Creative Thinking: Understand current systems and practices while considering creative innovations and improvements.

Application process:

Candidates should send a cover letter and resume to Pastor Amanda Simons at amandas@ulch.org. Review of submissions begins August 26, 2026.