



First Presbyterian Church
Established 1828

FIRSTPRESMEMPHIS.ORG
166 Poplar Avenue • Memphis, Tennessee
office@firstpresmemphis.org • 901-525-5619

CHURCH OFFICE & COMMUNICATIONS ASSOCIATE

First Presbyterian Church, Memphis is seeking a Church Office & Communications Associate with solid interpersonal and communication skills who will graciously and skillfully oversee the day-to-day operations of a 100-member church community with robust outreach ministry with our downtown neighbors.

Candidates should possess a high level of personal integrity, organizational abilities and attention to detail; maintain confidentiality; and be a self-starter. Experience in a church or nonprofit setting preferred.

This is a part-time position, 15 hours per week, and includes two weeks paid vacation, plus paid federal holidays. \$15 per hour. Office hours: 9 am-12 pm Monday-Friday. Interested applicants should send a resume and cover letter to: office@firstpresmemphis.org with title "Church Office & Communications Associate Resume - [your name]". Position available until filled.

DUTIES OF THE JOB

COMMUNICATION/SOCIAL MEDIA

- Create weekly worship bulletin in coordination with Pastor and Music Director
- Send weekly email Newsletter — using mailchimp
- Update web site weekly — using weebly
- Post to social media — facebook, instagram, youtube, open to other platforms
- Collect and archive digital photos from church events
- Regular communication to homebound members via mailing, occasional phone calls
- Administer 2-3 all church physical mailings per year

CHURCH OFFICE

- Respond to phone calls, emails, mail and visitors
- Maintain church calendar, contact database and important documents
- Order church supplies in coordination with Sexton, Ministry Chairs & Bookkeeper
- Draft & Distribute Monthly Session Agenda in coordination with Clerk of Session
- Some church errands during office hours (i.e. Bank, post office, twice monthly payroll)
- Acknowledge financial gifts

BUILDING MAINTENANCE/ACTIVITY

- Facilitate contractors and repairmen in coordination with our sexton
- Manage building usage, respond to requests
- Administer wedding inquiries