

## Job Opening for Office and Communication Coordinator

Moreland Presbyterian Church (SE Bybee at 18<sup>th</sup>) in Westmoreland seeks part-time employee (approximately 20 hours/week).

Are you interested in engaging your passion and talents to help envision and enact transcendent experiences for people to encounter the Divine? Intrigued by an opportunity to collaborate with others in creativity and community? Inspired to be part of a team that values the unique contribution of each individual and embraces unity?

MPC is a welcoming, growing, diverse and inclusive multi-generational community of ordinary, imperfect people who are experiencing an extraordinary Love and desire to share it with others in SE Portland and beyond.

We seek an Office and Communication Coordinator. We hope the right individual will bring enthusiasm and creativity to the following tasks:

- . Creating digital and print graphic content for worship, events, website, social media and marketing material.
- . Managing the church's website and social media accounts.
- . Creating slides for use in worship reflecting worship and/or sermon themes.
- . Editing videos for integration into worship services.
- . Producing programs and slides for memorial services.
- . Producing flyers and other print promotions for church events.
- . Attending weekly staff meetings.
- . Providing administrative backup for pastors, such as telephone and office reception.
- . In conjunction with other staff, maintain, evaluate, and update office computers, equipment, and systems.
- . Coordinate and prepare Sunday bulletin, Presbytery data retention, and annual report
- . Layout the MPC newsletter and weekly e-notes.
- . Work with Financial Administrator to coordinate various church groups such as Ships, Deacons, Session, and volunteers.
- . Update the Bybee sign weekly.

Knowledge and Skills:

- . Familiar with Google Docs
- . Effective oral and written communication skills.
- . Excellent interpersonal skills with a focus on service to the membership and community.
- . Ability to treat co-workers with respect and appreciation, sharing responsibilities and tasks.
- . Flexible, punctual, organized, and resourceful.

Schedule / Hours and Pay:

- . Approximately 20 hours/week in the office during office hours (Monday-Thursday, 9:00 a.m. to 4:00 p.m.)
- . May need to work additional hours at select, infrequent times based on church events and needs.
- . \$20-22/hour DOE.

I this work inspires you, please submit a cover letter and resume to  
Lois Waldron, Personnel Chair  
[search@morelandpres.org](mailto:search@morelandpres.org)