

Communications & Office Administrator

10 hours/week (M-Th, 9am-4pm, exact hours to be determined)

Christ on Capitol Hill (COCH) is seeking candidates for the position of Communications & Office Administrator. This is a part-time 10-hour per week position with Monday through Thursday office hours between 9am to 4pm. Working days/hours will be negotiated at time of hire and will remain consistent thereafter. This position requires someone who is detail-oriented, collaborative, and people-focused. Applicants for this role should have a strong customer service orientation, robust communication skills, and familiarity with church and/or non-profit organizations. This position is **on-site** and not available for remote work.

COCH is a diverse, welcoming, and inclusive community, and thus we seek a broad spectrum of employees. We strongly encourage and welcome applicants who are Black, Indigenous, or People of Color, as well as those who are from other underrepresented communities.

Responsibilities:

Communications

- Produce weekly congregational news communication, distribute via email and mail
- Produce weekly Worship Guides, distribute via email and mail
- Produce monthly newsletter, distribute via email and mail
- Manage Volunteer Sign-ups (via SignUpGenius)
- Manage ongoing list of Prayer Requests
- Create marketing materials, includes invitations, posters, programs, signage, mailings, and media ads
- Website management, includes creating regular blog posts and maintaining up-to-date photos and copy on core webpages

Office Administration

- Greet visitors and answer phones
- Pick up and sort mail; handle inquiries, emails, and church office correspondence
- Maintain filing of correspondence, contracts, and invoices
- Organize and maintain the office for cleanliness and safety
- Monitor office supply inventory; order paper, toner, and office supplies as needed

Qualifications & Requirements:

- Ability to manage multiple tasks and deadlines
- Ability to work independently, set priorities and complete work on time
- Excellent customer service skills
- Excellent verbal and written communication skills
- Experience and demonstrated skills in Microsoft Office applications preferred, but not required
- Experience in a non-profit or church environment is preferred, but not required

Compensation: \$15-\$18/hour, commensurate with experience