

## **Office and Communications Coordinator**

First Presbyterian Church in Bel Air, MD (FPC) is seeking a part-time Office and Communications Coordinator. This person will be responsible for FPC's office and communications activities including online media presence for the purpose of greater congregational engagement and connecting the community with the life and mission of FPC. Will coordinate with a wide variety of church committees, groups, and leaders. The Office and Communications Coordinator will report to the Pastor. Please submit resume, and references to [office@firstpresbelair.org](mailto:office@firstpresbelair.org)

### **Skills & Qualifications**

- Minimum of one-year of experience in an office setting required. Experience in a church is beneficial.
- Effective communication and editorial skills.
- Willingness to receive creative input and direction, and learn/adapt to changing digital environment.
- Good outreach skills and ability to create relationships/connections.
- Professional and positive attitude.
- Skilled in working with a wide range of age groups.
- Ability to work independently.
- Proficiency in Word, PowerPoint, Publisher, Google Suite, Excel.