

Communications and Operations Coordinator (Church Administrator)

Contract: 9-Month | **Status:** Part-Time (28 hrs./week)

Schedule: Monday–Thursday & Sundays | **Reports to:** Lead Pastor

About the Role

We're looking for a **highly organized, tech-savvy, and welcoming professional** to serve as the central hub for church communications and operations. This role ensures smooth office management, effective communication, and excellent Sunday service support while advancing our mission and community engagement.

Key Responsibilities

- **Communications:** Manage websites, social media, and email lists; create weekly newsletters and service slides.
- **Office Operations:** Act as first point of contact; handle clerical tasks, office supplies, and budget; maintain confidentiality.
- **Events & Facility:** Oversee facility rentals, funerals, and special events; coordinate with custodial staff.
- **Ministry & Sunday Support:** Organize Food Bank logistics; schedule and resource Hospitality Team; assist volunteers and staff before services.

What We're Looking For

- **Skills:** Exceptional organization, detail orientation, adaptability, and problem-solving.
- **Communication:** Warm, professional, and clear.
- **Team Player:** Collaborative and service oriented.
- **Integrity:** Discreet and trustworthy with sensitive information.

Qualifications

- Proficient in Microsoft Office, Google Workspace, and social media platforms.
- Administrative experience (church/nonprofit preferred).
- Strong multitasking and time-management skills.
- Alignment with church mission and values.

Why Join Us?

At Cedarview Church, you'll be part of a **welcoming, purpose-driven community** that values teamwork, creativity, and service. This role offers:

- A chance to **make a meaningful impact** in people's lives every day.
- Opportunities to **develop leadership and project management skills**.
- A supportive environment where your **ideas and contributions matter**.
- The satisfaction of helping create **excellent worship experiences and community outreach**.

Please send resume/cover letter to gwilliams@cedarviewchurch.com