

First Congregational Church of MN, UCC seeks a Communications and Administrative Lead

www.firstchurchmn.org

Work half-time (20 hours a week) to support the growth of our inclusive, justice-seeking, caring and curious congregation. Lead our communications strategy and provide administrative support. Contribute your skills as part of a collaborative, creative staff team who are always learning together. Serve as the first point of contact for guests, members of the congregation and building users, as we seek to build relationships and discover opportunities to serve our community. Work onsite at consistent weekly hours (with flexibility to negotiate those hours).
(Read the full job description on the next two pages).

This position will be salaried, in the \$26,000-28,000 range, depending on experience. Benefits include a wellness contribution of 9% of salary, pension contribution of 14% of salary, 2 weeks paid vacation (increases with years of service), 10 sick days, and paid holidays.

How to Apply

- Please submit your resume and cover letter to Jobs@firstchurchmn.org with the subject line "Communications and Administrative Lead at First Church". We would also be interested in reviewing a portfolio of your creative work or communications if you have one.
- It is important that our candidates take a personal interest in the First Church's mission and role in our community. Your cover letter will be an important factor for our consideration.
- Applications will be reviewed beginning on July 7. The position will remain open until filled.

Job Title: **Communications and Administrative Lead** First Congregational Church of MN, UCC
Job Type: Permanent, part-time
 FLSA Status: Exempt
 Work Hours: 20 hours per week, on-site at the church office
Reports to: Principal Minister
Wages & Benefits: See Board Personnel Policies and Personnel Operations Manual
Revised: June 10, 2025

General Description

Support the growth of our inclusive, justice-seeking, caring and curious congregation by leading our communications strategies and providing administrative support in a variety of areas. Contribute your skills as part of a collaborative, creative staff team who are always learning together. Serve as the first point of contact for guests, members of the congregation and building users, as we seek to build relationships and discover opportunities to serve our community. Work onsite at consistent weekly hours (with flexibility to negotiate those hours).

About First Church

Rooted in Jesus' radical love and justice, we creatively nourish space for belonging. Learn more here: www.firstchurchmn.org.

Key program goals for our 2024-2025 fiscal year will continue to be priorities, supported in part by this role:

- Develop and implement a comprehensive communication plan that provides a framework for First Church to tell our story to the larger community
- Raise at least \$10,000 annually in rental income from use of our building
- Create a space of belonging in which at least a dozen new people will find a spiritual home with First Church each year

Core Responsibilities

Leading Communications

- In partnership with the Principal Minister, envision the congregation's communications strategy, creating an annual communications plan.
- Lead a team of communications volunteers whose efforts integrate with those of staff.
- Curate content for the website and social media channels.
- Develop print materials to support the congregation's events and activities.
- Support the development of the weekly bulletin and email communications and the quarterly Chimes newsletter.
- Coordinate the production of the congregation's annual report.

Facilitating Building Use

- Oversee the use of the building – calendar, access, policies, fees.
- Work with the Principal Minister to establish lease agreements.
- Serve as the point of contact for new building users, reaching out to individuals and organizations who may be interested in renting space.

Supporting Congregational Life

- Manage sign-ups and registrations related to weekly worship volunteers and congregational events.
- Maintain the church calendar of events.
- Keep the membership directory up to date and maintain official church files and records.
- Provide basic support for our church financial system.

Providing Office Management

- Maintain regular in person office hours during the week, answering phones, greeting visitors, and responding to correspondence.
- Procure office supplies and equipment. Negotiate contracts for office equipment. Coordinate repair and maintenance of office equipment.

Key Strengths

- Able to authentically represent the mission and values of First Church in the wider community
- Welcoming to all who enter our building or contact us
- Able to build and facilitate a team of volunteers
- Digital aptitude; ability to learn and navigate a variety of software programs and online platforms
- Flexible and adaptable, a problem-solver
- Attentive to detail
- Organized
- Able to work collaboratively

Desired Skills and Experience

- Bachelor's degree or equivalent of at least 2-4 years of experience with marketing, communications or a related field
- Experience leading and implementing communications strategies
- Familiarity with the church setting, ideally the United Church of Christ or another progressive faith community
- Planning and project management
- Writing and copy editing
- Graphic design
- Video production
- Experience working with Breeze database, Quickbooks, Constant Contact, Wordpress, Sign Up Genius, Canva, Brivo electronic access, Facebook, Instagram, YouTube, Tiktok
- Experience with communication-related and social media metrics, including Search Engine Optimization and Google Analytics