

Church Office/Communications Manager (Part Time)

Would you like to use your skills and imagination to make a real difference in a diverse community? Trinity Moravian Church is an historic church that is exploring how we can best serve Christ and the community in the real world today. The congregation actively serves the most diverse community in Winston-Salem, and has a long track record of being very involved in that community. You will work with various communication tools ranging from traditional print flyers to social media advertising, Powerpoint, as well as video production and webcasting. You will work hand-in-hand with our partner ministries, including Anthony's Plot, *Estamos Unidos*, and Sunnyside Ministry, as well as assisting the pastor and other leaders in ministry.

The ideal candidate for this position will have strong computer use skills and ability to learn new programs; will have a good basic design sense, ability to juggle many tasks, be able to pay attention to detail, and ability to deal with a variety of people. Ideally, the communications manager will work with a group of volunteers in preparing traditional and electronic components for worship and promotion of programs. But even more important, we seek a person who has a sense of calling to make an impact and share the love of Christ with white, black, and Latino neighbors. Ability to preserve confidentiality is a must.

The precise job description may vary depending on the skills and gifts of the person hired. We will be building a team of volunteers to work with the Office/Communications Manager.

This job might be ideal for the non-traditional applicant, ranging from recent grads or someone reentering the workforce after a gap, to recent retirees seeking part-time employment. We are looking for a motivated person with a willingness to learn and a desire to make a difference.

Computer programs used in the job:

- Microsoft Office (Word, Publisher, PowerPoint)
- Adobe Photoshop
- PowerChurch (Membership/Finance)
- WordPress (webpage)
- OBS Webcasting software
- Facebook & Instagram Advertising

Candidates do not have to have extensive previous experience on these programs, but should exhibit strong aptitude for learning.

HOURS PER WEEK: 15-20. At least two part days per week in-office, some remote work possible; occasional weekend work might be needed.

WAGES & BENEFITS: \$16-\$20/hour (depending on education & experience).

RESPONSIBLE TO: Pastor or, in the absence of a Pastor, the person designated by the Board.

Submit applications or inquiries to pastor@trinitymoravian.org.

Trinity Moravian Church
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