

# CHURCH COMMUNICATIONS ADMINISTRATOR

Lombard Bible Church

Part-time: 20 hours a week

To apply, please submit cover letter, resume,  
and 3 references to [justin@lbccma.org](mailto:justin@lbccma.org)



## Position Summary:

The goal of this position is to actively support the core values, mission statement, vision and various ministries of Lombard Bible Church through administrative tasks and communication.

## Responsibilities:

- Plan and implement effective communications messages and strategies for/with church and community audiences.
- Coordinate website maintenance.
- Manage ongoing social media messaging and communications strategies.
- Keep church staff informed of member's need such as deaths, illness and other crises.
- Answer the phone and screen calls for staff per their direction. Exercise tact, courtesy, confidentiality and diplomacy in receiving callers, in person or by telephone
- Keep calendar of appointments. Make outgoing calls such as ordering materials or supplies; pick up supplies as needed.
- Perform general office work; maintain supplies and various files; keep records and compile these into periodic or occasional reports. Accuracy and attention to detail is a must.
- File reports, correspondence and other assigned materials.
- Transcribe dictation; type letters or other documents as needed; use word processing equipment as required.
- Edit and prepare weekly bulletins and other documents as requested.
- Prepare and maintain mailing lists and church roster.
- Photocopy documents and assemble as needed. Do routine letters and documents as needed/ requested.
- Keep accurate church records, (e.g. church members, prospects, calendar, etc), working in cooperation with other staff and/or agencies.

- Handle church bills, expense reports, receipts, checks, or other funds in cooperation with the church treasurer.
- Record deposits and individual record of contributions for Missions Fund.
- Enter Sunday School attendance records and prepare attendance records for each week.
- Scheduling and following church policy regarding building usage and key checkout.
- Perform other duties as assigned by the Pastor.

**Qualifications/Experience:**

- Must be a Christian and represent not only Lombard Bible Church, but Jesus Christ Himself and demonstrate a real love and concern for all people.
- At least a high school diploma with communications experience preferred.
- Must show a willing attitude of Christian service to their position and its responsibility.
- Must be pleasant, discreet, tactful, and capable of honoring confidential communications.
- Must have general knowledge of all office equipment and supplies and a willingness to further their training.
- Action-oriented and displays focus, passion and initiative. Takes appropriate action when something needs to be done
- Relates well to all kinds of people, builds effective relationships, communicates effectively both interpersonally and corporately
- Organized, creative thinker and highly productive