First Presbyterian Church of Berkeley
Worship & Communications Coordinator
Reports to Director of Communications & Director of Worship and the Arts
Non-Exempt, 40 hours/week, Benefits
Start Date: June 1, 2021
Priority deadline to apply: April 15, 2021

JOB SUMMARY *(Description of what this position is created to accomplish.)*
Provide administrative support to the Director of Communications and Director of Worship and the Arts. Collaborate with the Media Technology Coordinator for communication and worship needs. When needed, support other ministry areas at the direction of the Director of Communications, Director of Worship and the Arts and Executive & HR Coordinator.

MAJOR RESPONSIBILITIES/ACTIVITIES *(Essential functions in order of importance, including what must be accomplished, supervision/management responsibilities, standards for quality/quantity, etc.)*

Logistics and Administrative Support
- Collaborate with the Director of Engagement and leaders across ministries to incorporate lay leaders to support ministries.
- Support logistics for programs, room reservations, supplies, A/V needs.
- Host Zoom meetings as needed. Manage the use and allocation of software licenses (Zoom, Planning Center, etc.)
- Assist Director of Communications and Director of Worship and the Arts with managing annual ministries' budgets.
- Administer financial processes, including allocating department expenses to appropriate project/account codes, processing payments and check requests, preparing monthly expense and credit card reimbursement forms, and updating budget tracking documents as required.
- Maintain department programs and events in the All-Church calendar.

Program Support
- Provide assistance and support to the Director of Communications to create written material, video and sound for internal and external communication plans.
- Coordinate Zoom tech needs for all-church events held in Zoom. Create scripts for Zoom techs. Hold Zoom set-up & run-throughs and sound check all participants.
- Worship
  - Produce and distribute weekly worship and special service bulletins.
  - Supervise weekly worship logistics, distributing instructions to participants and coordinating with Facilities and Communications as needed.
  - Facilitate communication with worship volunteer teams, including hospitality, communion, baptism, sanctuary props/installations, and special services.
  - Standardize and document worship practices and procedures; maintain records of worship materials and media.

MINIMUM REQUIREMENTS
- 1–3 years of admin experience.
- Self-directed, able to manage multiple streams of work.
- Attention to detail and follow through within tight turnaround times.

- Ability to work with and relate to the diverse First Pres community.
- Strong communication skills – both verbally and in writing.
- Ability to maintain confidentiality in a sensitive and professional manner.
- Proficient knowledge of needed software programs and web-based applications, which include: Zoom, Microsoft Office 365 (Outlook, Word, Excel, PowerPoint), and Google Drive and Docs. Willing and able to learn new programs and applications as needed.

SCHEDULE This position is full-time with the expectation of working on Sundays and weekends as needed. Exact schedule of workdays and days off to be coordinated with the supervisor.

Note: Nothing in this job description restricts the right of the leadership of First Presbyterian Church to assign or reassign duties and responsibilities to this job at any time.

How to Apply:
- Complete our application form at http://www.fpcberkeley.org/employment.asp
- Return application form with your cover letter and resume to Human Resources at info@fpcberkeley.org, or mail to:
     First Presbyterian Church of Berkeley,
     2407 Dana St.
     Berkeley, CA 94704.

Priority Deadline: April 15, 2021. Rolling review upon receipt. Position will remain open until filled. Offer will be contingent on passing a criminal record background check.