

**Epworth United Methodist Church  
Berkeley, California**

**Job Announcement**

**Communications Coordinator**

**Category:** Part-time, hourly, 15 hours per week, no benefits  
3 hours a day, M-F  
**Accountable to:** Pastor and Pastor/Staff-Parish Relations Committee  
**Reporting Relationship:** Reports to the Pastor

**Primary Areas of Responsibility**

Communications

- Administers and facilitates the coordination and communication of church related activities and events
- Maintenance of interactive monthly calendar and other communication that informs the community and clarifies roles and relationships for the activities, events, and opportunities through Epworth's ministries.
- Coordination and communication among the staff, congregation, ministries of Epworth, and building users

Publications

- Including but not limited to: church newsletter and Sunday bulletin. Develops content and design layout using desktop publishing software
- Develops and maintains church website and promotional material as requested.
- Generates correspondence and e-mail campaigns to disseminate information to church community
- Evaluates opportunities to leverage resources (internet, social networks, blogs, etc.) to enhance church communications

Data Base Management

- Leverages database resources to support the needs of the Pastor, church committees and/or others to improve and enhance church communications
- Maintains records, reports, and files for ready access of church leadership and Pastor

Epworth United Methodist Church

"We welcome all people on their journey of faith regardless of age, physical condition, race, gender, sexual orientation, or class and support each other in our ministries to one another, the community and the world."  
Reconciling Statement of Epworth United Methodist Church

Epworth is a 250 member creative and progressive Christian community. Able lay leadership and collegial staff engage in spiritual formation and local and global service.

Qualified and interested applicants

Send letter of inquiry and resume and three references to:  
Tracy Emayan, Search Committee  
at [kumaremayan@sbcglobal.net](mailto:kumaremayan@sbcglobal.net)  
1953 Hopkins St.  
Berkeley, CA 94707