St. Johns UMC – Davenport, IA
2026 Communications Director/Office Manager
Job Description

Job Title	Communications Director/Office Manager
Date	09/2026
Classification	Exempt, salary
Schedule/hours	40 hours per week, on-site Monday to Friday, flexible hours on-site; Sunday morning off-site
Overall Purpose	• Carry out the position of "lead" for clerical and office staff through organizing and oversight of office production including office budget management • Support overall communications that allow the church to function. Provide clerical support for pastors, program staff, and volunteer leaders in connection with missions, church activities, or other duties as assigned • Provide and/or support receptionist and clerical functions as needed. • Marketing to include social media, YouTube postings, and online analytics
Accountable To	Senior Pastor
Responsible For	**Supervision** • Supervision of support staff and volunteers **Communication** • Church-wide communications, both print and electronic media • Maintain and update church web site and social media (Facebook, Instagram, etc.) • Produce and distribute weekly church bulletins, monthly newsletters, and other communications to staff and members. Update in-church bulletin boards as needed to be current with season/church activities. • Produce weekly announcement videos for worship, website and social media including posting weekly live worship services and funerals/weddings • Distribute weekly worship service for radio and podcast • Produce and distribute seasonal mailings and communications **Office oversight** • Maintain office supplies inventory • Assure office coverage to answer phones and doors • Monitor service invoices for accuracy • Maintain door opening system **Technology** • Troubleshoot and maintain integrity of office technology systems including phones, computers, servers and office machines

	• Maintain relationships with support vendors • Maintain confidentiality for church information and telecommunications security • Maintain and manage office budget
Working Relationships	• Work and interact with pastoral staff, church staff and volunteers in support of the church's mission, priorities and goals. • Ministry of presence is a key component of this position as the office seeks to serve the needs of Church members.
Core Skills	**Communication Skills** • Proficiency in verbal communication, administrative writing skills, typing and telephone • Marketing to promote the church in a positive light **Technical Skills** • Knowledge and efficiency in communication formats such as Microsoft Office, website, social media or other forms of media production software; google workspace, Canva, constant contact, Filmora or other means of support for church functionality. • Ability to monitor social media analytics and paid ads. Ability to review online reviews such as Google and Yelp • Knowledge of or ability to learn church database maintenance • Proficient in the operation of common office equipment **Building Relationships** • Promote a sense of "teamwork" among the staff and maintain positive working relationships with volunteers and others • Effectively work with outside vendors/suppliers • Establish an ongoing relationship with those who show an interest in technology support **Teamwork** • Work cooperatively and effectively with others to set goals, resolve problems and make decisions that would enhance effectiveness in a Christian environment. • Teamwork and mentoring skills are essential when working with volunteers **Problem Resolution** • Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem **REQUIRED:** Confidentiality regarding all information in the church office.

Limitation and Disclaimer:
The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. Employees will be required to follow job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Al job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

Requirements are representative of minimum levels of knowledge, skills, and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.

Employee Name	**Date**
Employee Signature	**Date**
Senior Pastor Name	**Date**
Senior Pastor Signature	**Date**