



777 S. Highway 92, Sierra Vista, AZ 85635
Sierra Vista, AZ 85635-4328

Job Description: Communication Secretary

Purpose: To keep local church membership and community informed of church activities, as directed by the church board. To edit and publish the local church bi-monthly newsletter, with input from the pastor, church board, personal ministries director, and other church leaders.

Department: Church Operations

Term of Service: One year two years open ended

Brief Description of Job/Position:

- Edit and publish the church bimonthly newsletter (six times per year).
 - Coordinate with pastor, church board, personal ministries director, and other church leaders for items to be included in newsletter.
- Send final newsletter to bulletin secretary for uploading to church website.
- Print paper copies of each issue of the newsletter for distribution to church members.
 - Printed copies included in bulletin, first Sabbath following publication.
 - Place a copy on bulletin board in church alcove.
- Works with bulletin secretary on communication of announcements, as needed, in weekly church bulletin.
- Report church activities to local media, as directed by the church board.
- Other duties as assigned.

Skillset Needed:

- Organizational skills and attention to detail.
- Proficiency in Microsoft Office, computer keyboard, and use of printer/copier.
- Ability to communicate effectively and take direction from others.
- Excellent comprehension of the English language, correct grammar and punctuation.
- Able to meet established deadlines.

Annual Budget: The annual budget is managed by the Treasurer with input from the department heads, Finance Committee, and the Church Board, with final approval by the Church Body in a business meeting.

Committee/Board Obligations: Church Board

Reporting To: Pastor, Church Board

Church Board Approval: August 8, 2024