



Communications & Events Coordinator

- Job Title:** Communications & Events Coordinator (Full-time)
Reports to: Executive Director
Timeframe: FY25
Work week: 5 days per week, must include Sundays and Tuesdays and will include some Saturdays

We're a group of people who worship together, pray together, serve together, and live day-to-day life together. We believe that church is community. It's more than just a place to show up on a Sunday; it's the messiness of real life. When people are connecting to God and experiencing what it means to be loved, forgiven, healed, and empowered by Jesus Christ through the Holy Spirit, church is happening. Above all, church is a foretaste of God's Kingdom—a day when all that is broken will be healed, all that is incomplete will be made whole, all that is old will be made new. A day of Restoration.

We are broken people being restored by grace and living God's story.

Position Summary

Under the direction of the Executive Director, the Communications & Events Coordinator is responsible for ensuring the effective coordination, logistics, and execution of church events as well as all communications within and from the church.

Key Responsibilities

CHURCH COMMUNICATIONS

- Oversee and effectively manage all communications, including messaging directed to many different external audiences
- Create and execute a strategic communications plan and editorial calendar targeting multiple communication channels, including email, social media, and website
- Oversee the production of our weekly cadence of communications including the worship guide, church-wide email, and sub-group messaging

EVENT PLANNING

- Plan, schedule, and coordinate large- and small-scale events and meetings, including partnering with Restoration staff to offer hospitality to members and visitors
- Plan the annual Fall Retreat and support Restoration staff by handling logistics for other parish retreats
- Lead and develop the Restoration Special Events team (volunteer) which is utilized for funerals, weddings, receptions, and special events
- Oversee Sunday morning operations by fielding questions and addressing logistical needs to ensure seamless execution of services

CHURCH MEMBER AND PROGRAM SUPPORT

- Partner with Associate Rector to plan and execute the Membership Dinner at Restoration; oversee all aspects of the dinner planning by purchasing supplies, organizing catering, set-up, and clean-up
- Partner with Director of Operations to ensure church-wide calendar is up to date

Position Requirements

- Minimum 1-3 years of experience working in a similar role such as: communications coordinator, event coordinator, meeting planner, or scheduling and logistics specialist.
- Ability to work independently toward a vision. Specifically, ability to work in a small office during weekday hours, supporting a mission that comes to life most palpably on Sundays
- Demonstrated ability to work well with others on both small and large teams
- Demonstrated success in situations which require initiative and an entrepreneurial spirit
- A clear, personal, mature, articulate relationship with Jesus Christ expressed in a personal, corporate, vibrant, and infectious life of worship
- Excellent organizational skills, orientation to detail, written and verbal communication skills
- Demonstrate ability to use tact and discretion; ability to maintain confidentiality of information and other related matters required
- Technical acumen and ability to learn new systems and software. Proficiency with Planning Center is a must
- Strong time-management and multi-tasking abilities, and self-starter skills
- Bachelor's Degree or equivalent experience in related job activity

Compensation

Full-time, salaried position. Restoration's benefits include medical, dental, vision, disability, and life insurance, a phone stipend, 13 paid holidays, 15 PTO days, and a 401(k) match.

At Restoration, we are committed to offering a comprehensive benefits package that supports your health, well-being, and career growth. Our generous health, dental and vision insurance plans, educational and professional development opportunities, 401(k) plan, and focus on work-life balance are designed to ensure our team flourishes. Compensation and paid leave is competitive and aligned with other non-profit and mission-driven organizations in the DC area.

To Apply

To apply, please submit a cover letter, resume, and 3 references to personnel@restorationarlington.org, Attn: Kat Downs.