

Job Title: Office & Communications Specialist

Location: Rise Church, Tigard, Oregon

Reports To: Operations Manager

Position Type: Part Time, Salaried

Hours: 9am – 3:30pm, 30-35 hours/week

Wage: \$19-22/hour based on qualifications

Job Summary:

Rise Church is seeking an Office & Communications Specialist to help keep our ministry running smoothly and effectively. This role provides administrative support by ensuring our communications, publications, records, schedules, and operations are well organized and accurate. If you enjoy creativity and balancing details with meaningful work, this is a role where your skills will directly support a community-focused mission.

You'll work closely with the Operations Manager, Head of Staff, staff, and volunteers, keeping things moving behind the scenes while also helping people feel connected and supported. This position is ideal for someone who values personal relationships, structure and purpose, while contributing to a mission-driven organization that seeks to "lift our community".

Key Responsibilities

Communication and Collaboration

- Serve as the first point of contact for office visitors as well as for inquiries coming in by phone and email
- Manage, prepare and distribute weekly newsletters, bulletins, and communications
- Create marketing materials such as slides and posters
- Be responsible for all internal and external communications, including digital communications and social media
- Keep the website up to date
- Coordinate community and outreach events
- Support volunteers in ministry and service opportunities
- Work with staff and leadership to ensure smooth, effective communication across ministries

Operations

- Partner with the Operations Manager and Head of Staff to advance the church's mission
- Provide administrative support for worship services, special events, and community outreach programs
- Maintain and coordinate the church calendar
- Assist with facility maintenance and security coordination
- Purchase supplies and equipment as needed to keep office running smoothly
- Schedule and coordinate facility use for ministries, events, and outside groups

Qualifications

- Excellent organizational, interpersonal, and communication skills
- Experience writing and producing content for publication
- Comfortable with technology and digital tools, including:
 - Microsoft Office Suite (Word, Excel, Outlook, PowerPoint, Publisher).
 - Printing, copying, and scanning.
 - Building and editing presentations in PowerPoint (or similar tools).
 - Designing flyers, posters, and graphics using Word, Publisher, Canva, or other design platforms.
 - Experience with MailChimp, SignUpGenius, or Church Planning Center is a plus.
- Ability to manage multiple priorities with calm flexibility
- Active Christian faith and commitment to the mission and values of Rise Church
- Prior experience with church or nonprofit operations preferred

Physical Requirements

- Part-time, in-person position; Monday–Friday, 9 a.m.–3:30 p.m.
- Flexibility to occasionally flex hours to support evening or weekend events.
- Ability to lift up to 25 pounds.
- Ability to sit, stand, or walk for extended periods.