

## **Worthy Woman Coordinator**

### **Position Description:**

Publish a high quality newsletter, preferably monthly, that will encourage our ladies, keep them informed about upcoming events, teach and help them get to know one another.

### **Qualifications:**

- Christian adult female
- Strong leadership and organizational skills
- Ability to work with others and delegate
- Good communication and interpersonal skills
- Capable of team building

### **Responsibilities:**

Coordinate the production and publication of the newsletter including:

- Communicate with event coordinators to obtain updated information
- Collect names for prayer list
- Select or assign articles as needed.
- Ensure information is compiled and typed.
- Set deadlines for article submissions.
- Make copies and distribute via church mailboxes and as appropriate, other means such as e-mail (or mail for shut-ins).

### **Ministry Deacon Contact:**

Steve Bertini

### **Time Commitment:**

3 hours

*Revised 2/23/11*