Prayer Network and Communications Coordinator

Prayer Network and Communications Coordinator Overview

Using a Board approved system of mass mailing of emails to Community members, apprise the Community of prayer requests and communicate Board approved announcements.

This position works closely with the Newsletter Editor and Webmaster.

The Prayer Coordinator is appointed by the Board as a non-voting member of the Board for a three year term.

Job Requirements and Tasks

- Maintain appropriate confidentiality by screening prayer requests to assure the request is approved for publication. If necessary, contact the party for whom the request is made to verify approval for publication. If possible, add the person's Walk number/gender of Walk as this will personalize the request with others familiar with that Walk weekend.

- Receive and screen Community announcements for accuracy and approval.

- Consider request for publication that the system is not to be used for solicitation, marketing of an event or fund appeal.

- Able to work with Word functions, such as cut, copy and paste; maintain a system to keep track of items posted, and be familiar with the Community Database to determine the Community member's Walk Number.

- Use and/or recommend a communications system for either mass texting or emails to the Emmaus Community. Maintain a procedure manual on how to use the system and have another member of the Board approved and apprised in the use of the system for back-up.

- Honor the mass mailing systems to ensure that each person's name and email is being entered into the system with the person's permission and honor any request to unsubscribe.

- Be knowledgeable with Customer Service of the System that is being used for correcting errors and help with the system.

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- Obtain Board approval to extend the contract beyond the current approved segment of time. Solicit from the mass emailing company the renewal cost for Board consideration and approval to extend for another term.

- In conjunction with Community Historian, and Walk Registrars, update the system database for primarily name, address and email address.

- Maintain the system files for accuracy and for honoring those that wish to be unsubscribed from the system. It is suggested that the coordinator keep a copy of the unsubscribed notices if that person contests their removal from the system.

- Review with the Board periodically the "open rate" for emails sent to determine if the system is accomplishing the communications required.

Prepared by Carl Schaefer 7/20/23