



SAINT
STEPHEN'S
EPISCOPAL CHURCH

Parish Administrator with a Focus in Communications

The Parish Administrator is part of the welcoming face and voice of a growing church: they are particularly responsible for the regular communications that help us function effectively in communicating the life of our parish.

This person will help us maintain a consistent voice and mission as we share the Good News to not only the members of our church, but the local community and more. They will assist in the development and implementation of effective communications, worship media, and graphic design for the St. Stephen's Community. This includes but is not limited to that which assists us in worship (bulletins, worship slides, visitor information), communications to the parish (weekly emails, monthly newsletters, website management), and marketing (digital and print). They will also assist with in-office administration tasks such as answering phones, coordinating the calendar, and keeping up our membership database. This person will be an integral member of our community, getting to know well the story of God's people at St. Stephen's and helping us share the hope of Jesus that is so desperately needed in these difficult times.

Mission: To advance the communications ability of St. Stephen's that enables individuals to grow their relationship with the holy, reminding them in every way that they are beloved.

Qualifications: Ability to apply and use efficiently and effectively MS Word, MS Excel, and similar programs; ability to manage email, website (Square Space), and database software (Power Church); basic photo manipulation.

Have strong verbal and written communications skills, the ability to interact with the public in a welcoming manner. Effective, collaborative style; strong integrity, honesty, and confidentiality: with the ability to take initiative and make decisions under deadline pressure. Have proven leadership experience, exacting attention to detail, possess a background in marketing and communications, have an understanding of good and bad design, and provide thoughtful and important feedback about our communications methods.

Respect for the liturgy, polity, and ethos of the Episcopal Church and the Anglican tradition, and St. Stephen's particular expression of Episcopal theology and mission.

Specific roles and responsibilities include:

Create and print weekly bulletins

Maintain and optimize website and facebook communications

Create and send out weekly enews through Constant Contact

Work with a volunteer(s) to send out our digital monthly newsletter the Witness and then adapt that for a mailed newsletter

Create and fine-tune a process to collect visitor information

Manage our church calendar and zoom account

Send out mailings as needed, including but not limited to Financial Statements.

Hold office hours at the church when church to greet those who call or drop by, answer phones, lightly file, keep up to date parish records, and welcome contactors as needed.

Hours, Salary, and Benefits: 10 hours a week to be evaluated after three months with the possibility to increase hours. Flexibility in when those hours are

completed. \$15.00 - \$20.00 an hour depending on experience. No benefits offered at this time.

If you are interested in this position, email The Reverend Melissa Adzima, Rector of St. Stephen's, at melissa@ststephenslongmont.org.