

## **Parish Coordinator (Part-time)**

St. Mark's Church, an Episcopal congregation in Southborough, MA, is looking for a part-time Parish Coordinator who will report to the Rector. The collaborative team player we seek is a central hub for the staff and is frequently the first person people contact at the parish, so a personable disposition is a must. Strong organizational skills and the ability to work independently are needed in this role, as well as the ability to handle confidential information with discretion. Our coordinator will be at the center of St. Mark's making connections with our newer members and leveraging today's technologies to assist in maintaining personal connections with our members. Candidates should enjoy working with people in a multi-tasking environment; possess strong computer, interpersonal and communication skills; and have the ability to work collaboratively with staff and volunteers.

Familiarity or experience with the Episcopal Church, or similar liturgical denomination, is preferred. Associate's Degree or higher preferred.

### **Who We Seek**

The person we'd like to hire has:

- Knowledge of church systems and liturgical language
- Full competency with Microsoft Office
- Experience with website maintenance using WordPress or similar
- Knowledge of social media platforms and their use for a non-profit
- Attention to detail: strong writing, proof reading and editing skills
- Experience with or interest in learning software programs including our parish database system, email marketing, social media and website maintenance

### **Responsibilities Include**

- Collect, create and communicate information to the parish
  - Produce Sunday Bulletins
  - Share parish activities with the parish via email, social media, newsletter and bulletin announcements
  - Update our website content
  - Prepare and disseminate worship schedules with clergy assistance
  - Gather information for and produce bi-monthly parish newsletter
  - Manage the preparation of the parish's annual report and diocesan parochial report
- Coordinate master calendar
- Maintain church records including baptism, wedding, confirmation and transfer information
- Oversee church hall rental and coordinating supplies ordering for parish

**Position can be combined with other current postings including Bookkeeper or Youth Director.**

**Salary:** negotiable, including two weeks paid vacation, 10 paid state and federal holidays (New Year's Day, MLK Day, President's Day, Easter Monday, Patriot's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, and Christmas Day when they fall on Mon-Thursday) and three personal days per year.

**Office Hours:** Monday–Thursday; 16 hours per week.

**Start Date:** Negotiable

**Interested persons should submit:** A cover letter and a resume with references to The Rev. Phil LaBelle, phil@stmarkssouthborough.org.