**Communications Coordinator and Administrative Assistant**

St. Michael’s Episcopal Church is seeking an communications coordinator/administrative assistant to assist the rector with information management, organization, and external and internal communications. We are looking for an individual who is efficient, self-directed while being a member of a team. The ability to coordinate multiple areas of ministry is essential in this position. The ideal candidate for this job is personable, kind, creative problem solver, organized, detail-oriented, and a good communicator.

# Responsibilities and Duties

* Assemble weekly bulletins (digitally and in print)
* Coordinate and deploy weekly and special email communications
* Maintain and update church website with information from the rector and staff
* Maintain and update social media sites
* Update parish reports and maintain databases, vestry meeting records, and church calendar
* Edit and compose content for internal and external communications (as directed by Rector)
* Oversee facility use and calendar
* Coordinate flow of information between the office and ministry leaders
* Maintain the office space including supply management
* Schedule and coordinate meetings
* Maintain hard and electronic files

Skills Required

* Demonstrate strong writing and editing skills
* Familiar with liturgical church vocabulary and structure
* Software proficiency: Windows; Microsoft Office Suite; Publisher; Google Calendar
* Experience in database management
* Digital marketing skills in: Constant Contact; website maintenance
* Proficiency with office equipment
* Flexible and multitasker
* Detail oriented and efficient
* Maintains confidentiality
* Ability to lift or move up to 25lbs.

Qualifications

### College degree or technical equivalency

* Familiarity with liturgical church vocabulary and structure

### Preferred

* Scheduling software experience
* Familiarity with Realm (church management software)

Position is Monday-Friday 9am -5pm. Non-exempt.

Candidates will need to submit to a background check.

Equal Opportunity Employer