



Communications Administrator  
Saint John's Episcopal Church  
Memphis, Tennessee

Saint John's Episcopal Church is seeking a full-time Communications Administrator to promote and communicate news and events to the entire parish. The Communications Administrator oversees and plans publicity for all events using effective communication strategies such as: print media, signage, and digital platforms to promote parish wide events and happenings throughout the calendar year. The Communications Administrator will be the first point of contact for parishioners and visitors in-person, by telephone and by email. The person will provide administrative support to the clergy and staff by fielding, organizing, and prioritizing all matters of events and inquiry handled within the office.

Saint John's is an Equal Opportunity Employer. Saint John's offers opportunities for employment based on merit, without regard to gender, race, marital status, color, age, sexual orientation, national origin, disability or other attributes that are not job- or performance-related.

**Job Duties and Responsibilities:**

- Design, write, produce and distribute the weekly parish email, seasonal newsletter, funeral announcements, and other communications
- Produce service leaflets for Sunday, funerals, weddings and other worship services
- Update and maintain the website with new photos and prose
- Create promotional signage, brochures and social media posts for all events and formation offerings
- Create and monitor online registration of events
- Maintain master calendar and coordinate all events as they occur among staff departments
- Prepare agenda for weekly staff meetings
- Manage the design and production of the church directory
- Greet visitors and answer the telephone
- Respond to emails and requests for information
- Maintain church member database and parish records; produce reports when requested
- Handle incoming and outgoing mail
- Accept deliveries and distribute
- Order flowers and coordinate delivery for church services
- Acknowledgement of memorials and honorariums
- Order supplies for office and office equipment
- Point person for office equipment maintenance calls

**Job Requirements and Qualifications:**

- Associates degree in administration, communications, office support or related area, preferred
- Minimum 3 years of administrative and office experience is required
- Experience in a church or non-profit setting preferred
- Excellent communication skills in-person, telephone and email
- Strong writing and grammar skills including proofreading
- Proficient with Microsoft Office including Publisher
- Proficient in online mass communication programs and schedulers including Constant Contact and Wufoo
- Proficient in Adobe Pro
- Strong organizational skills
- Effectively manage workload in a varied paced work environment.
- Ability to maintain confidentiality

**Salary and Benefits' Package**

- Competitive salary
- Health insurance, vision insurance included.
- Dental insurance employee paid
- Life Insurance provided
- Short-term and long-term disability provided
- Defined contribution Pension Plan
- 2 weeks annual vacation
- 10 paid holidays annually

Please send resume to:

Antoinette Cheney, Parish Administrator  
Saint John's Episcopal Church  
3245 Central Avenue  
Memphis, TN 38111

Or

[Antoinette@stjohnsmemphis.org](mailto:Antoinette@stjohnsmemphis.org)