



# *St. John in the Wilderness Episcopal Church*

2175 First Street  
White Bear Lake, MN 55110  
(651) 429.5351

## **INTERNAL POSTING**

### **PARISH COORDINATOR**

**POSITION TITLE:** Parish Coordinator

**STATUS:** Part-time (0.7 FTE), Exempt

#### **SUMMARY OF POSITION**

To support the Rector, Warden, Vestry, staff, and congregation by coordinating and performing administrative and communications functions so that St. John in the Wilderness Episcopal Church fulfills its mission.

#### **DIMENSIONS**

Regular, in-person workdays and hours shall be mutually agreed to with the Rector at least four weeks in advance to ensure that the parish office is staffed a minimum of four days a week. A 30-minute unpaid lunch may be taken any time during regular work hours. When requested by the Rector, the individual will attend and be prepared to provide information at the monthly Vestry meetings and once-per-year at the Annual Meeting.

With the permission of the Rector, the Coordinator may attend conferences, seminars and workshops for continuing education, professional growth and the maintenance and improvement of skills required in the position. Such continuing education will be financed by the parish, with prior approval of the Rector and Vestry.

#### **NATURE & SCOPE:**

As shown on the Position Description

#### **MINIMUM REQUIREMENTS:**

Persons applying for this position must currently be employed by or a member of St. John in the Wilderness Church.

**2022 WAGE:** \$36,400 – 43,680/annually (0.7 FTE), DOQ

**APPLICATION INSTRUCTIONS:**

Detailed position description is available. All candidates must complete the Application Form and submit a Cover Letter and Resume. Applicants are encouraged to submit any other information they feel is pertinent to their consideration.

**APPLICATION DEADLINE:**

All application materials must be received (NOT postmarked) in the Rector's Office by **5 pm, June 13, 2022**.

**SECTION PROCESS:**

Interviews will be scheduled by invitation only. Interviews will be conducted the week of **June 13-17, 2022**

**Equal Opportunity Employer**