



ST. JOHN in the WILDERNESS POSITION DESCRIPTION

Title: Parish Coordinator

Status: Exempt

Hours per Week: Part-time, 0.7 FTE

Immediate Supervisor: Rector

Objective

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

The Parish Coordinator is appointed by and accountable to the Rector. This position supports the administrative, financial and communications activities of the parish and shall be assigned tasks that assist the Rector and Warden in meeting these goals. As a member of the staff the Parish Coordinator will work with other staff and lay volunteers, providing them with the information necessary to accomplish their work. The Parish Coordinator will have the office equipment at his/her disposal for the discharge of clerical and communications functions.

The Parish Coordinator is a key contact person in the parish, and as such, will have regular contact with parish staff members, parishioners, and others having business with the congregation. S/he serves as a resource and support person to the Executive Committee and Vestry of the parish.

The Parish Coordinator must be qualified to perform all the usual professional tasks required of any executive level office worker and administrative assistant. Specific skills include proficiency in spelling, punctuation, grammar, typing, keyboarding, navigating digital parish financial and membership records, record keeping, note taking and providing good customer service. Systems to be operated include

computer, printer, scanner, photocopier, security equipment, climate control systems, live streaming equipment, and telephone equipment.

The Parish Coordinator must be able to set goals and priorities that reflect program deadlines. The need to maintain strict confidentiality is paramount whether privileged information comes directly because of the discharge of official duties or indirectly through informal channels. When in doubt the information must be treated as privileged.

Beyond formal and informal training and experience, the Parish Coordinator meets the challenges of this position through participation in staff meetings, collaboration with other members of the staff, accepting and implementing supervisory guidance, and in-service training.

Accountabilities

To achieve the objective of this position, the Parish Coordinator must:

1. Be the primary point of contact for parishioners and visitors by cordially and accurately responding to mail and emails, answering the telephone, and in-person visits to the church.
2. Support staff and volunteer church workers with administrative expertise.
3. Oversee the work of administrative volunteers so that they may perform office functions cordially, efficiently, and accurately throughout each business day.
4. Maintain and communicate a calendar of parish activities, so the staff and congregation are informed of all parish activities and commitments.
5. Oversee the maintenance of office equipment and inventory office and facility supplies, so the administration and maintenance tasks may be done without unnecessary delay.
6. Crosstrain in the areas of responsibility of the Finance Coordinator and fill in for those duties if/when needed.
7. Be the primary communications officer of the parish by soliciting, receiving, and formatting content for staff and lay people into appropriate digital and print forms; maintain the parish website, working with the contracted entities when appropriate; format content to be sent in a weekly electronic newsletter.
8. Provide creative direction for the design, content and production of the weekly email announcements, electronic newsletter, and *Small Voice* announcements, and *Connect* Ministry Catalog.
9. Provide creative direction for the design and content of the website and its maintenance.
10. Oversee submission and publication of print and digital media and other types of ads.
11. Oversee parish presence and content on social media platforms, as authorized by the Vestry.
12. Oversee Media Ministry Team.
13. Develop procedures for and successfully complete routine, non-routine, and emergency communication requests.
14. Explore new communication channels and how they can be utilized with the strategic view of the communication needs of the Church.
15. Recruit regular volunteers to live stream regular services, special events/services, etc. Be available to fill-in when volunteers are not available to cover these activities.
16. Train staff and lay leaders on setting up remote and hybrid meetings.
17. Serve as a resource to staff on communications for their areas of responsibility.
18. Assist and advise the Vestry in developing a Strategic Communications Plan. Implement the strategic plan for utilizing all communications methods as a marketing and communication tool, as adopted by the Vestry
19. Serve as project manager for special media projects (i.e. seasonal and/or special event videos, presentations, projector during worship services, etc.).
20. Perform other duties as assigned or apparent.

Approved by the Vestry: