

St. Mark's Episcopal Church

1 Porter Rd, East Longmeadow, MA 02018 (413)525-6341 [www.stmarksma.org](http://www.stmarksma.org)

## **Parish Administrative Secretary**

### *Description:*

We are seeking a solid, professional and energetic person to join our mission-driven community at St. Mark's Episcopal Church. The Parish Administrative Secretary (PAS) is the logistical center of our active and busy community church. The PAS serves as the main point of contact and maintains regular communication between church staff, especially the priest, vestry, church members, vendors, community partners, and neighbors who come to St. Mark's. Our PAS plays an important role in building an inclusive environment within the church office, and reports to the priest.

We expect all employees who work in the office, as well as those who visit, to diligently practice current CDC guidelines for a safe working environment, as outlined and regularly updated in our policies.

### *Responsibilities include, and are not limited to:*

- Assist priest and staff in managing the work and mission of the church.
- Answer phones, check and return voicemails, emails and US Mail.
- Direct calls and messages to appropriate staff, committees and members.
- Communicate daily issues, visitors, and calls to priest.
- Communicate and coordinate with other staff members – treasurers and sexton staff.
- Coordinate and assist ministry teams as assigned.
- Recruit and coordinate office volunteers as needed.
- Update and maintain church membership database (Church Windows) and media accounts (website, newsletter, social media).
- Record virtual church attendance from Facebook Live and YouTube reports.
- Update and maintain church records and files for mandatory training (Safe Church) and licenses (i.e., Board of Health) as well as weddings, funerals, etc.
- Communicate with Bishop's staff as required.
- Produce weekly and special service bulletins, (paper and virtual).
- Maintain parish prayer list.
- Create and maintain electronic registration for worship services and events. Create promotional flyers, sign-up sheets, and track responses.
- Maintain shared building use calendar, respond to scheduling inquiries, and provide information and forms as needed.
- Maintain office supplies and create supply orders.

*Qualifications:*

The ideal candidate will:

- Be courteous, professional, and approachable and will maintain strict confidentiality with sensitive information.
- Possess excellent oral and written communication skills.
- Display strong interpersonal skills and an ability to work with people of all backgrounds.
- Have strong data entry experience, is a quick learner, and is process oriented.
- Demonstrate substantial computer skills including the following: GoogleDocs, Google Office Suite and Microsoft Office, Zoom and similar office and networking platforms.
- Church Windows or similar database system experience is a definite plus.
- Be comfortable with website and social media platforms: Facebook, Mail Chimp, Instagram.
- Can work independently, take initiative and multi-task.
- Has access to reliable transportation.
- Has genuine enthusiasm for getting things done, and is excited by being a key part of a mission-driven organization

*About St. Mark's:*

At St. Mark's we try to do our best to live into our motto: "Christ welcomed all. We welcome you." While this position does not require any particular faith or religious background, some experience in religious institutions or faith-based organizations may be helpful. Jesus and God are present in our everyday conversations, and we pray, in our actions as well. And while we are not perfect, we keep trying. It is our intention to hire someone who affirms our commitment to inclusion and the recognition and affirmation of the dignity of ALL people.

Hours: 12-16 hours/week, depending upon the church season and work demand. Specific work schedule can be flexible and is generally within business hours.

Please send a resume, cover letter, and 2 references to [revsandi@stmarksma.org](mailto:revsandi@stmarksma.org)