

St. Paul's Episcopal Church
485 Appleton Street, Holyoke, Ma 01040
413-532-5060

January 12, 2021
Parish Secretary

Description:

We are seeking a solid and professional self-starter to join our mission-driven community at St. Paul's Episcopal Church. The Office Administrator is the logistical center of an active and busy community church. The Office Administrator serves as the main point of contact and maintains regular communication between church staff, especially the priest, church members, vendors, community partners, and neighbors who come to St. Paul's. The Office Administrator plays an important role in building an inclusive environment within the church office, and reports to the priest.

Responsibilities:

- 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
- Update and maintain church membership database (Realm) and media accounts (website, newsletter, social media)
- Update and maintain church records and files for mandatory staff training licences as well as weddings, funerals, etc.
- Communicate with Bishop's staff as required
- Produce weekly and special service bulletins
- Create promotional flyers, sign up sheets, and track responses
- Maintain the 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:

- Courteous, professional, and approachable
- Maintain strict confidentiality with sensitive information.
- Excellent oral and written communication skills
- Strong interpersonal skills and an ability to work with people of all backgrounds
- Strong data entry experience, quick learner, process oriented
- Substantial computer skills including GoogleDocs, Google Office Suite and Microsoft Office
- Technical experience in managing Zoom, Facebook, mailchimp and computer network systems
- Bilingual (Spanish-English) strongly preferred
- Comfortable with social media platforms: Facebook, Mailchimp, Wordpress

- Can work independently, take initiative and multi-task
- Reliable Transportation
- Has genuine enthusiasm for getting things done, and is excited by being a key part of a mission-driven organization

About Us:

We are a small but dedicated team of hopeful Christians committed to creating a welcoming and inclusive environment in our office “headquarters” as we seek to serve the greater Holyoke community. While this position does not require any particular faith or religious background, some experience in religious institutions or faith-based organizations may be helpful. We talk about God and Jesus a lot, AND we also affirm the dignity and the full inclusion of ALL people, including people who are queer, those with disabilities, those who don’t speak English, those who are addicted, and even those who aren’t very nice. We’re not perfect, but we’re learning and trying, and we intend to hire someone who affirms our commitment to inclusion in God’s name. Position is around 15-20 hours/week with some benefits. Hours negotiable but generally within business hours, Monday through Friday.

Please send a resume, cover letter, and 3 references to priest@stpaulsholyoke.org