

St. George's Church, Hempstead, NY 11550
Position open: Parish Communications Coordinator

Resume, cover letter & 3 references to:

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Position Summary:

St George's Episcopal Church seeks a Communications Coordinator who reports to and works closely with the Rector. This individual will assist in the development and implementation of effective communications for worship and community life of the parish. This includes but is not limited to, bulletins, brochures, newsletters, social media and church website—maintaining a consistent platform.

This individual will also manage the business of the parish including coordinating, directing and executing all non-ministerial, non-finance parish operations, responding to all telephone, e-mail and in-person inquiries/visits with courtesy and tact. The successful candidate will possess excellent communication skills, organizational skills, flexibility, office and project management expertise and an ability to plan, organize and prioritize in a busy church environment.

This individual must demonstrate a collaborative style of working to develop a strong and positive relationship with the clergy, senior officers of the parish and facilitate the operations of volunteers, lay leaders and paid staff.

Hours: 16 hours/week

Compensation: Based on skills and experience

Qualifications

- Demonstrates leadership
- Strong organizational skills, ability to take initiative, work independently, and make decisions under the constant pressure of deadlines
- Strong oral, written, verbal and interpersonal communication
- Fluent use of: Microsoft Word, Excel, database software, Google Calendar, Internet Software, social media applications and platforms
- Working knowledge to maintain and update the Church's website
- Proven ability to manage/supervise others e.g. volunteers
- Working knowledge of Episcopal church systems & liturgical language a plus
- Ability to identify areas for further training and education to enhance office management and parish life
- High school degree required. Associate Degree preferred.
- Minimum 3 years' experience including customer service, administrative duties and data entry

Description of Job

- Create and maintain a warm, welcoming and orderly atmosphere for parishioners, staff, volunteers and others who call or visit the church, responding to all inquiries/visits with courtesy and tact.
 - Responsibilities include answering phones, greeting visitors, keeping accurate records, preparing newsletters/bulletins, and other office related tasks as requested.
 - Maintain and update church database, website and other social media platform.
- Oversee all parish events and the day to day parish office operations
- Oversee parish office supplies budget, office technology, service providers and vendors.
- Maintain all church records both hard copies and electronic database. Ensure Parish compliance with national church and diocesan requirements.
 - Work collaboratively with other staff and volunteers and assume leadership role as required.
 - Maintain and oversee Church Calendar of all events
 - Oversee staff attendance, sick days and vacation schedules.
 - Coordinate all parishioner initiatives as directed by Rector.
 - Oversee compiling and filing Parochial Report
 - Managing the Church's online presence including but not limited to, website and other social media platform.
- Keep work-flow on task, assist with communications, organize pastoral visit schedule, assist clergy with all parish events
- Organize the Rector's information systems and prepare the Rector materials for events, meetings and appointments
 - Meet weekly with Rector/clergy to plan for worship bulletins and all other service bulletins
as required—e.g weddings, memorials, funerals and mid-week services

Assistant to the wardens and members of the vestry

- Serve as focal point for parish communications.
- Maintain schedules and oversee preparation for meetings and events.
 - Coordinate room usage and special events.
- Facilitate compliance with Safe Church guidelines.
- Assist ministry teams and Vestry.
- Assist Rector and Wardens with preparing for Vestry meeting and other major ministry programs.
 - Participate as appropriate in various events and meetings in the life of the parish.