

ST. JOHN'S EPISCOPAL CHURCH, LANCASTER, PA

JOB TITLE: Parish Administrator (Part time)
SUPERVISOR: Rector
COMPENSATION: This is a part-time salaried position of \$18,000/year with an expectation of 16 hours/week, with 2 weeks of vacation, to be scheduled with the rector.

GENERAL JOB DESCRIPTION:

The Parish Administrator will serve as the church's storyteller, overseeing all communications of the parish to effectively promote the church's mission to its membership and to the wider community by utilizing various channels including the website, social media, and print materials.

MAJOR DUTIES AND RESPONSIBILITIES:

- Create, maintain, and manage St. John's online presence, including but not limited to, websites, social media accounts, and online advertising.
- Cultivate and maintain a functional system of communication with St. John's parishioners.
 - Monitor parish records and operational data to ensure all information is current and accurate.
- Develop and distribute weekly announcements and monthly parish newsletter.
- Develop and distribute marketing materials for activities & events.
- Develop and maintain bulletin boards and internal/external signage.
- Coordinate the livestream program
- Create weekly bulletins for worship services in conjunction with the clergy.

Note: This description is not intended to include all responsibilities. Additional responsibilities may be assigned, and existing duties may be adjusted at any time.

KEY COMPETENCIES:

- Proficiency in use of all Microsoft Office applications.
- Proficiency in social media, email platforms (MailChimp), website management (WordPress), Livestreaming Services (Youtube).
- Demonstrated organizational and time management skills.
- Effective verbal and written communication skills.
- Self-motivated, detail oriented and able to prioritize projects and tasks based on current deadlines.
- Welcoming disposition to all who enter the church office.

QUALIFICATIONS:

- Associates Degree in Business Administration, Communications, Office Administration or related areas is desired.
- Work experience in a church or other ministry setting is preferred.
- Minimum 3 years office/communications experience is preferred.

Interested candidates can apply by sending a cover letter and resume to office@stjohns-lancaster.org