

SPC Office Assistant/Communications Coordinator Job Description

(updated February 2023)

The purpose of the OA/CC is to maintain a warm, welcoming, and efficient front desk, connect people and parishioners, and coordinate parish communications for internal and external events. Hours are 25/week during M-F with occasional hours on nights or weekends as needed. Works closely with, supports and reports to the Parish Administrator. Responsibilities include but are not limited to the following listed. Reference the Weekly Checklist for more details.

Office Responsibilities

- To offer a warm welcoming presence and knowledgeable presence during office hours.
- Answer phone and general inquiries, refer to appropriate staff members.
- Communicating information relating to the church calendar
- Support the production and printing of weekly liturgies and other documents/print materials as needed
- Edit church public and staff calendars as needed
- Maintain an updated phone tree for the parish house phone system
- Sort incoming and outgoing mail and packages
- Update/add record in Realm as needed in support of the Parish Administrator

Communication Responsibilities

- Create and publish weekly and special e-blasts to the parish community.
 - Send drafts for edit to the Parish Admin and the Rector by noon on Thursdays
- Manage all social media platforms:
 - create and supervise content posted
 - Response to messages on social media and refer to appropriate parties
- Design, maintain and or print digital and paper communication materials for parish events and external events including but not limited to
 - Save the date postcards
 - Outside banners
 - Welcome cards
 - Special events
 - Fundraisers
 - Annual meeting
 - Worship
 - Sermons
 - Nametag buttons
- Maintain and update website
- Assist in streaming worship services and events as needed.
- Coordinate all parish communications for internal and external events including but not limited to the following
 - communications checklist
 - Press releases

- Posting to social media platforms
- Distribution of paper fliers
- Updating parish bulletin boards in parish house and church
- Maintaining copies of documents in church and parish house for church and the public