

Parish Communicator/Office Manager
St. Andrew's Episcopal Church
314 W. Broadway Ave.
Maryville, TN 37804

Job Type: Part-time; 20 hrs/wk

Pay: \$15-\$17.50/hr

Benefits: Pension available through the Episcopal Church's Lay Employee Defined Contribution Plan; 2 weeks paid vacation

About the position:

St. Andrew's Episcopal Church is a welcoming congregation in the heart of downtown Maryville, TN. We're seeking a creative, tech-savvy office administrator with a gift for communications across multiple platforms to help us grow into the future. The parish communicator/office manager will work alongside the rector and parish leadership to support the mission and ministry of St. Andrew's in the following areas:

- Providing a warm, friendly welcome to all who visit or call in to our office
- Creating weekly worship bulletins
- Creating dynamic and engaging print and digital media to keep parishioners and the community informed about ministry activities
- Maintaining and updating our website and social medial accounts
- Maintaining parish records/membership database
- Purchasing office supplies
- Maintaining the parish calendar
- Facility scheduling

Background/Skills:

- Comfort working in an inclusive religious environment where all people are welcomed and honored as children of God, regardless of age, race, color, national origin, marital status, sexual orientation, gender identity or expression, disability, or socioeconomic status.
- As gift for hospitality and a love of interacting with people from all walks of life
- Strong communication skills, both written and verbal.
- Strong computer skills: Experience with Microsoft Office, Publisher, Mailchimp, Canva a plus
- Experience with updating a WordPress site, or willingness to learn
- Experience creating social media campaigns on Facebook, Instagram, etc.
- Strong organization and prioritization skills
- Creativity
- Willingness to learn new things, to take risks, and to learn from mistakes
- Associate's or Bachelor's degree preferred; HS diploma or equivalent with relevant work experience will be considered
- Background check required.
- Must complete Safeguarding God's Children training (provided through the Diocese of East TN) upon hire.

To apply:

Send cover letter, resume, and references to the Rev. Amy Bradley at amy@standrewsmaryville.org