

## **Grace Episcopal Church**

**Director of Parish Administration and Church Communications**

Full-Time Position ~ Salary Range \$55,000-60,000 depending on experience

Compensation includes full employee benefits and pension contribution

Reports to: Parish Rector ~ Directly Supervises: Office Volunteers

### **Who we are:**

Grace Episcopal Church in Silver Spring, Maryland feels called to be that “city on a hill” where people of all races and cultures come to build their relationship with God and others. Grace Church is diverse, inclusive, progressive, multi-generational, and bustling with activity. Our staff team is talented, creative, grounded, playful, and we enjoy working together to support ministry at Grace Church. Our ministry centers on offering: a wide range of vibrant worship opportunities, solid program offerings especially focused on Christian formation for all ages, and outreach centered on social and racial justice.

### **What we are looking for:**

We are seeking an individual to serve as a collaborative and full-time member of our team. This includes aiding church members, visitors, vendors, and community organizations, providing administrative support to the staff, training and organizing office volunteers, maintaining and managing everyday office operations, and handling day-to-day communications needs. The ideal candidate will be organized, enjoy interacting with people, possess the ability to maintain focus in a busy environment, and have a heart for ministry.

### **Essential Functions:**

- Office Management Duties
  - Answers phone and assists walk-ins
  - Answers general inquiry emails and/or forwards to appropriate staff member
  - Manages office and program supplies, provides budget oversight for administrative expenses
  - Tracks office equipment and technology use and orders supplies and service
  - Keeps track of and communicates prayer requests and pastoral needs
- Administrative Support
  - Facilitates and schedules building use
  - Maintains master calendar
  - Works with Facilities Team to schedule and oversee maintenance and repairs on church campus
  - Maintains official church records: recording baptisms, weddings, burials, ministry licensing, registering ministry changes
  - Maintains and updates ACS Realm database
  - Participates in weekly staff meetings (meetings include brief prayer/worship)
  - Performs other duties as assigned by the Rector.
- Communications Support
  - Prepares bulletins for all services as well as programs and materials for church meetings and functions

- Produces and edits church-wide communications, including but not limited to, two weekly email (Constant Contact) newsletters, special email announcements, hard copy mailings.
- Works with Digital Church Ministry to facilitate streaming. May need to facilitate Zoom meetings.
- Develops and supports social media presence
- Maintains WordPress Website
  - Posts news items and updates bulletin links on a regular basis
  - Keeps calendar and featured items/events updated
  - Edits and posts sermons
  - Keeps “About” information current
  - Communicates with outside site development partner about functionality updates and technical issues
  - Chooses and resizes images for news

### **Qualifications:**

In addition to satisfactory completion of *Safeguarding God’s Children/People* and background screening, qualifications include:

- Demonstrated organization and time management skills
- Organizational knowledge and awareness – church systems are unique. All staff members are expected to maintain the highest levels of confidentiality.
- Strong interpersonal skills – warm, welcoming, supportive
- Self-starter and team player – innovative, open, flexible, ready sense of humor
- Demonstrated communication skills – written, verbal, and interpersonal
- Strong technology and software competency
  - Microsoft Office Word, Excel, and Publisher (and/or Adobe InDesign) Constant Contact, Google Workspaces, WordPress – 5+ years of experience
  - ACS Realm Church Management Software (or similar CRM product) – 3+ years of experience
- Demonstrated office management experience – 3+ years of experience

Your letter of interest, resume, and samples of your work may be sent to the Rev. Sarah Odderstol at [pastorsarah@graceepiscopalchurch.org](mailto:pastorsarah@graceepiscopalchurch.org). Thank you!