

**Episcopal Church of the Redeemer**  
**6201 Dunrobbin Drive, Bethesda, MD 20816 301-229-3770**

Job Title	<b>Parish Coordinator</b>
Reports to	Rector
Classifications	Exempt <b>Non-exempt</b> / Full-time <b>Part-time</b> Temporary

**Job Purpose**

The Parish Coordinator works with the Rector, staff, lay leadership, and volunteers to build community. Primary responsibility is to coordinate and administratively support the activities of the Parish efficiently.

**Duties and Responsibilities**

The Parish Coordinator administratively supports all church activities as needed.

The successful candidate will be responsible for managing the parish calendar and website, creating and disseminating electronic and physical parish materials, including the monthly newsletter, two weekly e-mail newsletters, and weekly service bulletins. They will manage office and kitchen supplies and liturgical materials; support staff meetings, and assist the deacon in coordinating and communicating volunteer scheduling.

This is a part-time position (20 hours per week) paid at an hourly rate commensurate with experience and qualifications.

**Supervisory Responsibilities: Include titles of positions supervised by this position**

None.

**Qualifications**

**Education and experience:**

Total familiarity and ease with information technology in a desktop PC environment. In particular, cloud-based website design and mailing list campaigns (Squarespace and Mailchimp), Microsoft or Google Office, database management (Servant Keeper), mail merging, and label creation. Knowledge of mobile phone computing and social media (Facebook, Instagram), ticketing and sales (Eventbrite, GroupMuse). The successful candidate will be highly organized, have an eye for detail, and be able to track multiple workstreams. Professional and mature communications skills are a must. A High School diploma or GED is required. College education (Associates degree or better) is a plus. Familiarity with the Episcopal Church (or other liturgical faith traditions) is valued but not required.

**Physical Demands:**

Light lifting (replacing paper in copier, for instance); ability to use stairs; keyboard and mouse; use of telephone systems.

**Work Environment:**

Work is performed in person and online. In-person work to be coordinated with staff schedules. The Episcopal Church of the Redeemer has a small staff, so a successful candidate needs to be self-motivated and see tasks through to completion with limited supervision. The basement of the parish hall is not accessible to wheelchair users.

Acknowledgment

Employee signature:

Date:

Supervisor signature:

Date: