



PARISH OFFICE COORDINATOR

Job Description

Overview

St. Michael's vision focuses on transforming hearts through Jesus Christ. In line with this vision, the primary goal of this position is to engage effectively with church members and visitors by providing management of the database and a welcoming impression of St. Michael's Church. Additional responsibilities include assisting the Director of Communications with daily administrative responsibilities and supporting the Parish Administrator and other office staff with various tasks to further the mission of St. Michael's Church.

Key Responsibilities and Duties

The Parish Office Coordinator serves in direct support of the Director of Communications.

Duties are:

- Ensuring the Reception area is clean and inviting for visitors
- Providing security for Hewitt building admission
- Managing the church database
- Assisting with bulletin production
- Maintaining the staff google calendar, emails, social media and website updates
- Scheduling volunteers for weekly Sunday Services, and reminding them by email and phone
- Greeting church members and visitors entering the church office building
- Sorting and distributing correspondence to the church staff
- Answering, screening and forwarding phone calls
- Weekly inventory and ordering of office supplies
- Assisting Parish Administrator with office administrative duties when needed
- Assisting other staff members as needed and if time allows
- Other assigned duties

Attributes and Skills

- Personal commitment to Jesus Christ and pursuit of spiritual growth in the Christian faith
- Strong communication skills – oral and written
- Good computer, business software (Google, Microsoft office, Adobe Creative Suite) and social media skills
- Ability to work with minimal day-to-day oversight
- Positive attitude and friendly demeanor
- Commitment to excellence in all tasks

To Apply

- Submit your application to Ms. Kara Wilson at kara@stmichaelschurch.net