

## **St. Mark's Episcopal Church, Palo Alto**

**Position:** Communications and Operations Manager

**Supervisor:** Rector

**Hours:** 20-25 hours per week

**Salary:** \$25-30/hour

**Duties/Responsibilities** include but are not limited to:

Coordination and implementation of St. Mark's communications:

- Updating and maintaining the church website regularly
- Publishing weekly e-newsletter (using MailChimp)
- Posting to social media sites and creating podcast from sermon recordings
- Maintaining church management database system (Breeze) and parish calendar
- Organizing cloud-based (Google drive) documentation system for staff and parish

Maintaining campus operations:

- Interfacing with wider community to coordinate space use of St. Mark's campus
  - Managing reservations, maintaining calendar, generating contracts and other paperwork as necessary
- Overseeing and managing hosts for outside events
- Maintaining records and training database for keyholders
- Managing equipment and vendor contracts, including maintaining records
- Updating password manager and church software accounts

Administrative support for staff and parish:

- Organizing and maintaining church office
- Supporting church staff and assisting with special projects as needed, including creating print media (InDesign)
- Interfacing with the tech team as needed to support livestream/Zoom programming

**Skills/Qualifications:**

- Must be comfortable working online and highly competent in troubleshooting using available online resources, as well as learning new software/tools as needed
- Must be organized, motivated, proactive, and flexible, with a strong attention to detail
- Excitement for engaging with social media
- Excellent verbal and written communication skills
- Ability to multitask and work within a team environment with frequent interruptions
- Good problem solver
- Familiarity with Christian tradition (Episcopal Church specifically) preferred
- Ability to represent the church in a courteous and professional manner
- Comfort with desktop publishing for print and electronic mediums
- Proficiency with WordPress (including plugins), MailChimp, Google Drive, InDesign, Database Management Software

Position is 20-25 hours/week. Pay is based on experience: \$25-30/hour, holidays, vacation, and personal leave benefits. Opportunity to buy into health insurance at your own expense. Flexible schedule, within certain parameters. Working remotely is an option for up to half of weekly hours. Send résumé, cover letter to [leanne@saint-marks.com](mailto:leanne@saint-marks.com), subject Job Application.