

Office Administrator

St. Stephen's Memorial Episcopal Church, Lynn, MA

Context: St. Stephen's Memorial Episcopal Church is an open and affirming community worshipping in the Anglican tradition. Crossing lines of color, class, culture, and generation, we seek transformation of our lives and our community through Christ's Gospel of love, compassion, and justice.

Scope of Position: The Office Administrator is responsible for helping to manage the parish office through daily tasks of communication, facility management, and welcome. The Office Administrator is supervised by the priest and works closely with other church staff and parish leaders to support the congregation and connect with the larger community.

Hours: • Part-time (20 Hours) Preferred hours would be Tuesday-Friday, 9-2, but some flexibility is possible.

Compensation and benefits: The salary range for this position is \$20,000-\$21,500)

- Pay commensurate with experience (salaried exempt)
- Pension or retirement savings account contributions as administered through the Church Pension Fund, either a Defined Benefit ("Pension") plan or a Defined Contribution ("403(b)") type plan.
- Competitive PTO policy, including sick and vacation days, and national holidays
- Open to flexible work environment

Performance Responsibilities:

- Coordinate parish communications:
 - Answer phone and email messages, directing queries to appropriate staff and leaders, maintaining confidentiality appropriately
 - Send out weekly e-newsletter
 - Send out seasonal print communications as needed (pledge drive, Christmas and Easter letters, etc)
 - Sort mail
 - Keep parish list/database updated
 - Produce and distribute event posters/promotional materials as needed
 - Help with website and Facebook content and updating, if needed
 - Greet people who come to church and direct appropriately
 - Direct people looking for help or food to appropriate resources
- Create and print weekly worship bulletins, help create and print seasonal worship resources
- Coordinate facility use and access, coordinate maintenance and repair visits, keep parish calendars updated (print and online),
- Coordinate and compile annual reports before Annual Meeting (end of February)
- Maintain office equipment and order supplies
- Support Treasurer with basic financial tasks: printing invoices, filling out pay forms, submitting to treasurer, etc.
- Enter music information from worship to music licensing website
- Other tasks as needed and as time allows

Knowledge, Skills, Abilities:

- A warm, welcoming personality is essential to this ministry position that engages parishioners and visitors alike.
- Capacity and interest in welcoming and engaging with staff, parishioners, and visitors.
- Proficiency in Microsoft Office Suite (Excel, Word, etc.), Canva, Realm Software, Mailchimp, Adobe, Zoom, or willingness to learn platforms as needed.
- Must be able to demonstrate strong managerial skills and excellent written/oral communication skills
- Have strong computer skills with the ability.
- Ability to work with diverse personalities and interests.
- Ability to maintain confidentiality and to communicate information appropriately to correct persons
- Possess the ability to handle stress, work both independently and as a team member, and deal with challenging people in a professional manner.
- Desire to create healthy, caring, and meaning-driven community.
- Website content management and social media experience a plus
- Bi-lingual (Spanish & English) language skills strongly desired **Experience:**

Experience in a non-profit or community of faith environment is strongly favored; Familiarity with worshipping life of liturgical, lectionary-based Christian community (ie, Roman Catholic, Lutheran, Anglican, Episcopal) is desirable.

Possible work experience in, but not limited to: office management, communication, journalism, advertising, marketing, organizational management.

Application:

Interested candidates should submit letter of interest and resume to St Stephen's office:
ststephens@ststephenslynn.org