



Parish Coordinator Job Description

The Parish Coordinator is responsible for supporting the clergy, staff, and church membership in administering the parish with specific attention to communications, procurement, and office management. The Parish Coordinator primarily serves as a liaison and conduit of information between staff, church leaders, membership, and the greater community.

Candidates should have solid communication and computer skills. Proficiency with Microsoft Office Suite and Constant Contact (or other bulk email platform) is required. Experience with Realm Church Management Software is preferred.

Primary Duties and Responsibilities:

- Church communications: manage church email, build and send bulk email distributions, develop printed and digital publications, manage traditional USPS mailings.
- Prepare bulletins, weekly e-news (Constant Contact), newsletters, annual parish meeting report, etc.
- Maintain office hours: based on new hire's availability.
- Membership processing (Realm).
- Manage church space use requests, outside groups, and the parish calendar.
- Manage church procurement via multiple online vendors.
- Assist church with use and maintenance of the church campus.
- Assist church outreach with communications and funding distributions.
- Assist church fellowship with communications and event coordination.
- Manage the maintenance of office equipment and ordering necessary supplies.
- Upload documents to the church website and perform minor website modifications.
- Assist church with the annual pledge campaign, as needed.
- Perform additional responsibilities identified by the Rector or Priest-in-Charge.

Work and Leave:

- Up to 20 hours per week, based on new hire's availability.
- Two weeks annual paid leave. May increase to three weeks after five years of employment.

Compensation:

- Up to \$25,000 annual salary, based on experience.
- Workman's Comp and FICA.
- Participation in 403(b) retirement plan with 4% employer match available.

Please forward resumes and references to churchoffice@stmarystampa.org.

**St. Mary's Episcopal Church
4311 West San Miguel Street, Tampa, FL 33629**