



## **Office & Communications Director All Saints' Episcopal Church, Parma, Ohio**

Reporting to the Priest-in-Charge/Rector, the Office & Communications Director will oversee the administrative functioning of the parish office and collaborating with the Rector in setting and guiding the strategy for all communications, website, public relations messages and collateral to consistently articulate All Saints' mission to the congregation and wider community.

Working approximately 15 hours a week, the Office & Communications Director will work closely with other staff members in the church to offer administrative support and to stay abreast of happenings across parish life required to facilitate effective communication.

### **Responsibilities**

*As Office Director, the staff member will manage all administrative aspects of parish life including, but not limited to:*

#### Basics

- Staff the parish office from 9:00 am to 2:00 pm on three weekdays
- Answer and place telephone calls
- Process incoming USPS mail
- Maintain All Saints mission and style in all communications

#### Data Entry and Record Keeping

- Record member pledges
- Produce and distribute pledge statements
- Enter bookkeeping transactions
- Maintain membership records
- Maintain newcomer information
- Maintain lay licences

#### Calendar and Scheduling

- Maintain parish calendars and views
- Schedule rental of parish facilities
- Schedule worship participants
- Coordinate volunteers as needed

### Building Security

- Operate Camera System
- Manage building access (keys)

### Contracts

- Maintain copier/printer contract
- Maintain utility contracts
- Maintain internet media contracts

### Purchasing

- Purchase office supplies
- Purchase church supplies
- Purchase other items per approved request

*As Communications Director, the staff member will oversee all aspects of communication with our congregation and the wider community including:*

### Parish Media

- Prepare service bulletins
- Assist in preparation and distribution of our monthly newsletter, *The Carillon*
- Assist in preparation and filing of annual parochial reports
- Assist in preparation of annual meeting presentation
- Assist in preparation and submission of grant requests

### Public Media

- Write social media posts
- Write press releases
- Maintain website content
- Maintain digital sign messages
- Prepare flyers and tickets for Pantry at All Saints' monthly events
- Maintain All Saints brand and style in all public communications

## **Qualifications**

To ensure cultural fit and the ability to communicate authentically, All Saints' is seeking candidates who are personally committed to the mission, vision, and values of the church (see below).

*Specific qualifications include:*

- A spirit of welcome and inclusion, as the staff member will regularly represent the church – both in the office and online
- Eagerness to work collaboratively with other staff members
- Strong organizational skills
- Excellent writing/editing and verbal communication skills
- Comfort with technology, including:
  - Social media (currently Facebook)
  - Website Management (currently Homestead)

- Microsoft Office & Outlook
- Ability to work independently
- Adherence to strict confidentiality
- Financial literacy and an understanding of basic bookkeeping

The candidate is not required to be an Episcopalian, but some knowledge of church life is desirable. Before hiring, a candidate must pass a criminal background check and be willing to undertake several training programs in the first year of employment, including: Safeguarding God's Children, Safeguarding God's People, and Diocesan Anti-Racism Training.

### **About All Saints'**

All Saints' is a growing Episcopal church serving Parma and the surrounding communities. The mission of All Saints is to restore all people to unity with God and each other in Christ by prayer, worship, proclaiming the Gospel, and promoting justice, peace, and love.

We carry out our mission guided by these values:

- Community – We strive to build meaningful relationships with God, with each other, and with our neighbors.
- Inclusion – We believe that the Body of Christ is more complete when we embrace the broad diversity of God's creation.
- Justice – We honor Christ in our neighbors by working to care for those in need and building systems which respect the dignity of every human being.
- Peace – Through study, prayer, relationship, and sacrament, we seek to deepen our faith and grow into the peace of God which passes all understanding.
- Love – We model our actions on Jesus' command to love God and love our neighbors as ourselves.

### **Compensation**

Position salary is currently \$13.00/hour (15 hours maximum per week)

### **To Apply**

Submit a resume, references, and a cover letter expressing your interest in the position via email to [parishadmin@allsaintsparma.org](mailto:parishadmin@allsaintsparma.org) Please include the position title in the email subject line.