

## JOB DESCRIPTION — OFFICE COORDINATOR

### CHURCH OF THE ADVENT

9373 Garber Road, St. Louis, MO 63126

The Office Coordinator will assist with Church business and communications. They will work with the Rector to prepare Worship Leaflets and congregational information.

The Office Coordinator should have experience with Microsoft Office Word, Excel, Power Point, and Publisher; Google Drive; email platforms, such as iContact and MailChimp; and databases, such as Church Windows.

The candidate should be familiar with technological problem-solving, and exhibit good communication and organizational skills.

The candidate must be reliable, able to work well independently and with others, and have a hearty sense of humor. They must pass a background check.

**12-15 hours per week beginning at \$15/hour.** (Some scheduling flexibility possible)

Additional consideration, hours, and compensation possible for candidates with experience updating websites, and/or live-streaming skills and availability to cover one service on Sunday mornings.

**To apply, please email resume PDF including contact information for two references to [welcome@advent-episcopal.org](mailto:welcome@advent-episcopal.org).**

#### OFFICE COORDINATOR RESPONSIBILITIES

- Support the clerical/organizational/technical job duties of the Rector.
- Assist in preparing weekly Worship Leaflets in consultation with the Rector:
  - Keep member Prayer List current.
  - Retrieve weekly specifics from Diocesan Prayer List.
  - Update Worship Leaders' names weekly.
  - Format announcements.
- Retrieve and distribute mail.
- Manage files and folders, both paper and electronic.
- Maintain documents on a multi-user computer in an orderly manner.
- Answer and respond professionally to telephone calls.
- Send announcements to parishioners.
- Prepare occasional mailings.
- Order office and copier supplies in consultation with the Rector or Senior Warden.
- Order flowers as needed in consultation with the Rector or Senior Warden.
- Coordinate communications between Parishioners, Leadership, and Communications Staff.
- Maintain member contact information in Church Windows in consultation with the Rector or Senior Warden.