

Position Description – Communications & Outreach

Purpose: Work creatively and consistently to enhance the mission and work of the three parish cluster, accountable to the Pastor.

Qualifications:

- Competency and experience using a personal computer
- 3 years of experience in a general office setting with the public preferred

Skills & Abilities:

- Well developed “people” skills to insure friendly and professional interaction with visitors to the office
- Ability and commitment to maintain confidentiality at all times
- Ability to set priorities in order to complete multiple tasks in a timely manner
- Ability to grasp a wide variety of information and directions and respond appropriately
- Proficient in MS Office applications, especially MS Publisher

Responsibilities:

General Office & Communication

- Answer phones and welcome/assist those coming in to the office
- Check phone messages
- Check parish incoming emails
- Follow-up on incoming phone, email, or in-person inquiries
- Sort and distribute incoming mail
- Maintain the Master Calendar

New Members/Families

- Help develop and maintain the welcome packet
- Follow-up with new parishioners to acquaint them with the parish
- Help new parishioners to engage in parish life

Engage All Parishioners in the Life of the Parish

- Develop and supervise “Call to Be Church/Time & Talent” surveys
- Follow up and engage parishioners offering to serve in ministries
- Encourage all parishioners to “Be Church,” mindful of the needs of those around them
- Coordinate parish outreach to connect with inactive parishioners

Complete other tasks as requested by the Pastor

Hours expected: 20 hours weekly in the office, flexible