

Position Title: Office and Parish Membership Coordinator

Reports to: Rector

Status: Part-time, four days per week

Schedule Note: Some weekend hours required during special liturgical seasons (Advent/Christmas and Holy Week/Easter)

Position Summary

The Office and Parish Membership Coordinator plays a key relational and administrative role in supporting the life and ministry of the parish. This position helps ensure the smooth functioning of the parish office, maintains accurate membership and attendance records, and supports systems that foster connection, communication, and care within the congregation. This role requires strong organizational skills, attention to detail, and a hospitality-forward presence that reflects the parish's commitment to welcome, care, and belonging.

Key Responsibilities

Parish Office Operations

- Coordinate day-to-day parish office logistics, ensuring efficient and orderly operations.
- Serve as a welcoming and relational point of contact for parishioners, visitors, clergy, and volunteers.
- Provide clerical and administrative functions as needed to assist parish leadership and ministries.
- Support coordination of parish activities with rector and lay leadership.

Membership and Record Keeping

- Maintain accurate and timely parish membership and attendance records.
- Enter, update, and audit data to ensure integrity and consistency of parish records.
- Demonstrate a willingness to learn and use **Elexio** to help clean up, manage, and sustain membership data and reporting systems.

Safeguarding and Volunteer Coordination

- Oversee parish safeguarding systems in accordance with diocesan and parish policies.
- Coordinate safeguarding compliance with volunteers and staff, including tracking training and documentation.

Administrative Systems and Tools

- Work competently within **Microsoft Office** (Outlook, Word, Excel, etc.) to manage communication, documents, and basic reporting.
- Maintain church calendar for internal coordination of building use and activities
- Coordinate shared documents and correspondence.

Other Duties

- Perform other duties as assigned in support of parish operations and ministry, recognizing the collaborative nature of church life.

Required Qualifications and Skills

- Strong relational skills with the ability to engage parishioners and visitors with warmth, discretion, and professionalism.

- Demonstrated knowledge of how to run an office, including coordination of logistics, scheduling, and records.
- Excellent organizational skills and attention to detail, particularly around data and record keeping.
- Willingness and ability to learn new systems, especially Elexio.
- Comfort working independently while also collaborating with clergy, staff, and volunteers.
- Ability to maintain confidentiality and exercise sound judgment in a parish setting.
- Proficiency with Microsoft Office applications.

Qualifications

- High school diploma (or equivalent) required
- 1–3 years of administrative or related experience preferred
- Strong organizational, communication, and multitasking skills
- Proficiency with basic office and online tools
- Team-oriented with a flexible, service-minded approach

Preferred Qualifications

- Bilingual in **English and Spanish**, with the ability to communicate effectively with a diverse congregation.

Work Environment and Schedule

- This is a **part-time position**, scheduled **four days per week**.
- Some **weekend hours** are required during high-demand liturgical seasons (Advent/Christmas and Holy Week/Easter).
- The position reports directly to the **Rector**.