

Job Opening: Communications and Administrative Assistant

Position Summary:

The Communications and Administrative Assistant supports the day-to-day operations and communications of the church. This role is responsible for managing administrative processes, supporting church communications through newsletters, website updates, and social media, coordinating facility use and scheduling, and assisting with worship materials and general office functions. The position works closely with the rector, staff, ministry leaders, renters, and the Facility Manager to ensure smooth communication and organization across parish life.

Key Responsibilities

Administrative Support

- Ensure incoming calls and messages are handled promptly and professionally
- Maintain church files, membership records, and administrative forms
- Provide administrative support as requested by the rector
- Secure checks and forward invoices and statements to accounting
- Work with accounting department and vestry members; maintain reports
- Purchase ministry, office, and kitchen supplies as needed

Communications and Media

- Post weekly blogs, update church events, and maintain website content as needed
- Work with the Rector to post media content to social media platforms, including YouTube, Facebook, and Instagram
- Prepare and distribute bi-weekly newsletters featuring prayer resources, scripture readings, clergy content, and parish and diocesan events
- Download and edit Sunday service recordings; create sermon clips for social media

Facility Use and Event Coordination

- Serve as the primary contact for facility use inquiries and rental arrangements
- Draft contracts and maintain records related to facility use
- Coordinate event logistics with renters and the Facility Manager
- Maintain the church calendar and organize rental space between three churches
- Coordinate security deposits and fees with accounting

Scheduling and Ministry Coordination

- Maintain and update the Prayer Chain list
- Communicate new prayer requests to the prayer team
- Create and distribute Sunday School and nursery staff schedules
- Work with ministry leaders to schedule events and coordinate facility needs

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Worship Support

- Collaborate with the rector and music director to prepare weekly liturgical bulletins for services
- Provide printed materials for children's church

Qualifications and Skills

- Strong organizational and administrative skills
- Excellent written and verbal communication
- Proficiency with email, document management, and Google Workspace
- Experience with website updates and social media platforms preferred
- Basic video editing skills preferred
- Ability to work collaboratively with church staff, volunteers, and outside groups
- Attention to detail and discretion in handling financial and confidential information

How to Apply

If you feel called to this work, we would love to hear from you. Please submit the following:

- A resume detailing relevant experience
- A cover letter sharing your interest in the role and how your background may support this ministry
- Contact information for three references

Applications should be emailed to paulk@goodsamchurch.org with the subject line **“Communications and Administrative Assistant Application.”**