St. Mark’s Episcopal Church, Palo Alto

Position: Content and Administration Manager
Supervisor: Rector
Hours: 20-25 hours per week
Salary:

St Mark’s Episcopal Church in Palo Alto is seeking a part-time Content and Administration Manager. Duties and responsibilities include but are not limited to:

Duties/Responsibilities:

 Coordination and implementation of St. Mark’s communications programs, including:
  ● Updating and maintaining the church website
  ● Publishing weekly e-newsletter
  ● Updating social media sites and/or coordinating volunteers’ posting
  ● Creating print media using electronic desktop publishing
  ● Maintaining church management database system
  ● Maintaining an editorial calendar and coordinating all communications for the church
  ● Interfacing with the tech team as needed to support livestream/Zoom programming
  ● Maintaining cloud-based document organization system for staff and parish

Administrative support for staff and parish, including:
  ● Facilitating office communications with staff/visitors/volunteers as needed
  ● Organizing and maintaining church office
  ● Supporting church staff and assisting with special projects as needed

Skills/Qualifications:
  ● Must be comfortable working online and highly competent in troubleshooting using available online resources, as well as learning new software/tools as needed
  ● Must be organized, highly motivated, proactive and flexible, with a strong attention to detail
  ● Ability to multitask and work within a small team environment with frequent interruptions
  ● Ability to represent the church in a courteous and professional manner
  ● Good problem solver
  ● Excellent verbal and written communication skills
  ● Competence with desktop publishing for print and electronic mediums
  ● Competence with social media
  ● Competence with WordPress, MailChimp, and web content management

This position is for 20-25 hours/week. Pay is based on experience from $25-30/hour with paid holidays, vacation, and personal leave benefits. Sorry, no health benefits included. Flexible schedule, within certain deadline parameters. Working remotely is an option for most but potentially not all hours. Send résumé and cover letter to leeanne@saint-marks.com with subject line Job Application.