

## **Office and Communications Manager**

Trinity Episcopal Church,  
Moorestown, New Jersey



**Trinity Episcopal Church is seeking an Office and Communications Manager** to oversee the day to day operation of our church offices and manage our internal publications, website, and routine communications.

To start August/September 2021

### **Role and Responsibilities:**

#### Communications:

Prepare programs for weekly worship services and special services

Create and distribute weekly e-news, occasional other electronic notices, manage parish mailings.

Manage website and social media in consultation with Rector and program staff

Create annual report of the congregation.

#### Office Management:

Work with vendors to ensure services and supplies for day-to-day operations; oversee leases, purchases, and maintenance of office machines; act as a liaison with IT support to resolve computer issues

Manage office volunteers doing light reception and administrative tasks

Create a welcoming atmosphere for members and visitors on phone and in person

Maintain congregational database; work with financial administrator to ensure up to date records and communications

Manage administrative work of sacraments and services (funerals, weddings, baptisms) and maintain official church records.

Work with property manager on scheduling use of building

### **Qualifications:**

- Competence with MS Office, especially Word, Excel and Outlook. Familiarity with WordPress a plus, not required.
- Excellent communications and interpersonal skills.
- Well organized, attention to detail, adaptable and self-directed.
- Familiar with database management.
- Familiar with WordPress or similar web editor
- Familiar with church or nonprofit organizations.
- strong personal and professional integrity.

Position requires the successful completion of a background check and Safe Church Training. Trinity employees are expected to respect diversity and promote equity and inclusion for all people.

**Compensation and hours:**

\$20-22/hour

30-35 hours per week, primarily in-office.

Paid vacation and holidays, 403b eligibility.

**Parish Description:**

Trinity Episcopal Church in Moorestown, New Jersey is a broad and inclusive church serving Moorestown and surrounding communities in the suburbs of Philadelphia. We have room under our roof for people from different backgrounds and cultures, with a wide variety of customs, points of view, lifestyles and talents. People of every gender, race, age, orientation, and identity share equally in leadership and in the sacraments, in fellowship and service. Our call is to strengthen relationships with God and one another, serving Christ in all persons and loving our neighbors as ourselves.

Please visit our website [trinitymoorestown.org](http://trinitymoorestown.org) to learn more.

**To apply:**

Send resume and cover letter to

The Reverend Emily Mellott

Rector, Trinity Episcopal Church

[TrinityMNJ@gmail.com](mailto:TrinityMNJ@gmail.com)