



ST. PAUL'S

EPISCOPAL CHURCH

**St. Paul's Church
Job Posting:
Communications and Administrative Manager
\$20 an hour; 10 hours per week;
optional to work offsite; 7 hours at home, 3 on site**

St. Paul's is a small but vital congregation in south St. Louis. Starting this year, we are targeting congregational growth in two demographic areas: members of the Latino American community and young creatives. Our initiatives are entitled *La Misa* and *Rising..* To support that effort, we are looking for a Communications and Administrative Manager for our parish. The work will be collaborative with plenty of room for you to share ideas and strategies. Your professional voice and opinions will be encouraged, valued and utilized. You will have the opportunity to help shape our vision and enjoy the fruits of measurable impacts as we achieve our goals.

Required: creativity, comfort with being assertive, willing to process and listen before responding, detail oriented, self-motivated, willing to work off-site, able to consistently meet deadline. Reflexively able to communicate briefly and effectively. Positive outlook on life. Competency with platforms and software listed below. Willingness to learn data entry on Servant Keeper. Fluency in English and Spanish is required.

Preferred: familiarity with young creatives culture in St. Louis, familiarity with Latinx, Latino American culture, especially as it is contextualized in St. Louis. Familiarity with Christianity and Church faith practice is a plus, but not required. Willingness to learn counts for a lot!

Specifics about the work:

Hours: 10 hrs a week

Wage: \$20 an hour

Work Location:

Off Site/Online 7 hours a week

Onsite at 6518 Michigan Avenue, St Louis, MO 63111 - 3 Hours a week.

website: www.carondeletchurch.org

Competencies Needed:

Communications (50% of work)

Facility with Instagram, Facebook, Twitter, Tik Tok, Trello, Eventbrite, Zoom, and capacity to engage emerging online platforms that are specifically preferred by our targeted demographic (Latino Americans). Proven capacity to engage, influence and recruit others to participation through social media.

Experience with promoting events, identifying success measures, evaluating outcomes post-event with the goal of improving communications for subsequent efforts.

Capacity to write clearly and engagingly in both Spanish and English.

Capacity to edit and evaluate content within the context of meeting our communication/outreach goals.

Willingness to 'hover' on platforms to promote content.

Work with the Rector/Sr. Pastor to populate the weekly newsletter and worship reminder.

Coordination (20%)

Work with *La Misa* outreach team and other teams to target and effectively complete goals.

Including but not necessarily limited to:

Coordinating meeting times/locations

Ensuring follow up and coordinating platforms for accountability on tasks (ie Trello/Monday supervision)

Work with Pastors to ensure clear communication between teams and leadership

On Site Presence (30%)

Attend Sunday Service at 10:30 AM at least 1 x p month to take photos, note successes, monitor quality of presentation and faithfulness to inclusion goals, give input to leadership.

Attend *La Misa* gatherings as requested for communications purposes.

Attend Staff Meeting, Planning

Create weekly printed materials

Provide Data entry for Quick Books and Servant Keeper (negotiable). Training will be provided.

Interested applicants, please email:

- Letter of introduction that speaks to how well your skills and interests match the position. Feel free to tell us anything you'd like about yourself too!
- Resume
- 3 References

Mail to: Pastor Rebecca Ragland, pastorragland@gmail.com