



Community Engagement Assistant Job Description

St. James's is a progressive, welcoming, and vibrant faith community of many races, cultures, national, political, socio-economic and theological backgrounds (across many ages). We rejoice in our diversity as an expression of the beloved community and seek to value each individual as we also seek unity in Christ. We live out our faith through joy-filled worship and just engagement in the world for its transformation.

The Community Engagement Assistant is a position intended for a layperson who wishes to be involved in multiple facets of the life of the community. The primary role of the Community Engagement Assistant, in collaboration with the Rector, is to help St. James's continue to become a place of community and connection for folks from all walks of life in the Porter Square neighborhood.

On Sundays, the Community Engagement Assistant will help facilitate the effective and safe functioning of worship and also provide pastoral care and oversight to the unhoused as needed.

During the week, their responsibilities will be to oversee the campus, which includes building relationships with and coordinating relationships with our neighbors: the unhoused in the area, condo owners on the upper floors, and building tenants.

Sunday Responsibilities:

- To open and prepare the property at 7 am including connecting with unhoused individuals and enforcing rules as necessary.
- To prepare the church and parish hall for worship and other events on Sunday.

Midweek Responsibilities:

- To provide a welcoming, hospitable presence to visitors on the campus indoors and outdoors.
- To communicate and coordinate with tenants around ongoing concerns.
- To coordinate a team of parishioners who assist with building access and upkeep.
- To communicate and coordinate with condo owners around ongoing concerns.
- To connect with and welcome unhoused individuals while communicating St. James's safety expectations.
- To coordinate gatherings for neighbors including tenants, condo owners, unhoused neighbors, and housed neighbors.
- To respond to questions from the public with pastoral sensitivity and attention to pastoral detail.
- To attend weekly Tuesday morning staff meetings and regular supervisor sessions.
- To cooperate as a team member in performing duties as requested.
- Other responsibilities as assigned by the Rector.

Desired Qualifications:

- Social skills to warmly converse and set limits with an array of peoples.
- Experience in and eagerness for building relationships and community.
- Comfort with and a willingness to learn electronic and online tools including but not limited to:

- G-Suite tools such as Google Docs for word processing and content creation and Google Calendar for scheduling and reference
- Google Drive and Dropbox for online file storage

Hours: While there is some limited ability to negotiate around this, the expected hours for this position are Tuesdays, 10:00 am to 1:00 pm, Sunday mornings 7:00 am to 9:00 am, and an additional seven hours every week at times based on the current needs of the position.

Compensation: This part-time position is twelve hours per week starting at \$22.00 per hour.

Apply: Send resume and references to the Rev. Matthew Stewart at matt@stjamescambridge.org

Desired start date:ASAP