

The Church of the Good Shepherd (Episcopal)

164 Newtown Road, Acton, Massachusetts 01720-3114

The Rev. Eleanor A. Terry, Rector

978-263-5782 • www.goodshepherdacton.org

The Church of the Good Shepherd (Episcopal) in Acton, MA, is a caring and inclusive community of faith, immersed in compelling worship, engaged in mission and outreach and caring for God's creation. We are looking for a part-time parish administrator to manage our church office and direct our communications with the goal of connecting with our current members, and inviting the broader community to learn more about the church. This position requires 20 hours/week, Tuesday to Friday.

PARISH ADMINISTRATOR ESSENTIAL FUNCTIONS:

- Coordinate communication of the Parish Office by answering phones, emails and written correspondence; welcoming visitors, renters and vendors during normal business hours.
 - Assemble and distribute the weekly email to the Parish (the E-blast).
 - Amplify communication through the Church's social media channels (Facebook, Instagram, etc.).
- Format and print all worship bulletins for weekly Sunday services, Holy Days and special services such as funerals and weddings.
- Maintain and regularly update the Church website, as the hub for all news and information related to the Church
 - Manage cyclical content updates related to the liturgical calendar (e.g., Holy day celebrations)
 - Coordinate and post timely summaries of the Church's ministries adding new content whenever possible.
 - Make updates to the website as needed to reflect the Church's current programming (e.g., Church school, adult formation).
- Maintain all parish records and membership roles using Breeze Church Management software.
- Develop annual calendar and participate in development of long-term schedule of events.
- Aid the Rector in overall management of the parish and its buildings. Oversee annual inspections (fire; Board of Health etc). Coordinate and schedule renters.
- Help to prepare bills and payroll.
- Perform other Office related tasks as needed.

PARISH ADMINISTRATOR CORE COMPETENCIES:

- Support a culture of welcome and connection in the life of the parish. Generate a sense of hospitality, warmth and openness.
- Ability to work closely with Rector and other church leaders to make a positive contribution to the life and ministry of the parish. Dedication to upholding the values and mission of the church. Commitment and ability to maintain confidentiality.
- Adept at writing short, easy-to-read articles for web postings and email. Skilled with word processing and simple publishing. Familiar with Apple computers a plus.
- Familiar with website content management systems. Knowledge of Squarespace is a plus.
- Familiar with email marketing platforms. Knowledge of Constant Contact is a plus.
- Familiar with Google Workspace apps (Gmail, Drive, Docs, etc.).
- Proficient in database management. Familiar with Breeze Church Management software a plus.
- Able to manage Facebook and Instagram social media postings.

If you are interested in making a positive contribution to our church, and you are a self-motivated, person with strong administrative, personal, and digital communication skills, please send your cover letter, resume, and contact information with the subject line "Parish Administrator Position" to our Rector, the Rev. Eleanor Terry at revelliecg@gmail.com.