



Parish Administrator, St. John's Episcopal Church, Gloucester, MA (PT)

Salary: \$24,000–\$26,000 depending on experience, plus prorated benefits including holiday and sick time and paid vacation.

Overview

St. John's is an engaged and historic parish in Gloucester, serving all of Cape Ann. We seek a Parish Administrator to lead and implement communication functions as we increase our visibility through storytelling across platforms. The administrator will also lead and implement personnel and stewardship functions. This is a part-time (16–18 hour) in-person/remote

Key Responsibilities

- Work in conjunction with the Communication Team's mission and goals, ensuring consistent messaging in content creation and management in our weekly newsletter, worship bulletins, church directory, parking lot, social media, local media relations and maintaining website.
- Collaborate with staff and parishioners regarding any emails, website or technology issues, outsourcing as needed.
- Collaborate with our volunteer and professional website maintainers to assure content is accessible and current.
- Work collaboratively with clergy, staff, and ministry leaders to support their communication/editing needs
- Work to complete all administrative tasks including Human Resources, volunteer trainings, stewardship tracking and gift receipts.
- Monitor and evaluate the effectiveness of our communication as we engage newcomers and outreach activities.

Qualifications

- Experience in the field of communication.
- Exceptional writing, editing, and storytelling skills with a keen eye for detail.
- Knowledge of QuickBooks online and (ACS) Realm preferred.
- Strong organizational skills with the ability to manage multiple projects and deadlines.
- A collaborative spirit and the ability to work effectively with diverse teams.
- An understanding of and appreciation for the Episcopal tradition and the role of the church in the community.
- Proficiency in communications platforms; including Facebook, Canva or similar software, YouTube, Sign Up Genius and Constant Contact.

Application Process

Interested candidates are invited to submit a résumé, cover letter, and samples of previous writing samples, social media campaigns to the Karen Kasper at kckasper@comcast.net. Applications will be reviewed until August 1, 2025. No phone inquiries please.