



CHURCH OF OUR SAVIOUR IN THE VILLAGE OF MONTPELIER

Communication Director and Parish Administrator: Church of Our Saviour, Montpelier, VA

Located in the Village of Montpelier, in Western Hanover County, *Church of Our Saviour* is a part of the Episcopal Diocese of Virginia and the Episcopal Church. Church of Our Saviour is an active and growing church with deep roots and a rich history in the community. Our mission is to *give, grow, touch and teach, and we pray that God grants us the grace and wisdom to use what God has given us to bring about the good news of Jesus Christ.* We welcome all to join us in worship and mission. For more information, please view our website at www.cosepiscopal.net

Position: Communication Director and Parish Administrator

Position Description: The Parish Administrator works closely with the vicar (the priest-in-charge at the church) to manage the daily operations of the church, including office management, volunteer coordinating, registrar and record keeping, facilities use management, and communications, including weekly emails, service bulletins, and vestry minutes. As Communication Director, the position also involves managing the print as well as electronic media, including the website, Facebook and other social media. The hire will be responsible for maintaining and managing the church's new website, which is scheduled to launch in Fall 2019.

Hours and Compensation:

This part-time position begins at 16 hours, four days a week, at a rate of \$15 per hour.

Qualifications:

Education:

Bachelor's or higher degree preferred.

Experience:

Some experience in ministry or working in a church, whether paid or unpaid, is useful, but not required.

Skills:

- Strong organizational skills;
- Strong oral, written, verbal and interpersonal communication;
- Strong integrity, honesty and confidentiality;
- Excellent people skills with an ability to collaborate with a pastoral perspective;
- Creative and energetic approach to website and other forms of communications;
- Ability to take initiative, make decisions, and meet deadlines;
- Working knowledge of Microsoft Office Suite;
- Working knowledge of website management and social media platforms, such as Facebook; and
- Working knowledge of cloud base document management systems, such as Dropbox.

If interested in the position, please send resume to vicar@cosepiscopal.net