



## JOB DESCRIPTION: Office Manager and Communications Coordinator

### SUMMARY

St. Paul's Burlingame seeks an adaptable, organized, collaborative administrative professional to manage office functionality and support the ministerial efforts of volunteers and staff. This team member synthesizes details to produce church worship materials and seasonal publications, from design to dissemination (digitally and in print), as well as maintains the accuracy of our digital membership database with relevant updates. Liaising with suppliers and service providers, the postal service, ministry leaders and volunteers, professional staff, and external groups, this individual orchestrates sensible procedures to ensure operations on campus and nurtures supportive relationships to sustain communal life at St. Paul's.

### KEY RESPONSIBILITIES

- Respond to office correspondence by phone, mail, and email; ensure timely information flow
- Schedule facilities usage; Prioritize use of campus spaces; Maintain online parish calendar
- Manage office equipment; Monitor and order supplies; Schedule repairs, when needed
- Streamline submission, design, and editing of print and digital church communications
- Integrate content, edit, proofread, and print worship bulletins for Sundays and other occasions
- Prepare and schedule weekly e-newsletter and other periodic emails
- Maintain updates to digital membership database; generate database reports/directories
- Facilitate content updates for parish website in coordination with volunteer webmaster
- Assist rector and professional staff with administrative tasks to support programmatic life
- Support ministry leaders with seasonal efforts, including annual stewardship campaign
- Design and produce St. Paul's Annual Report, with guidance from the rector
- Maintain shared archive of files, images, photos, and videos used in church communications
- Expand knowledge of tools, technologies, and software to enable effective communications
- Cultivate volunteer resources to enhance communications functionality including photography, videography, writing, editing, illustration, printing, and dissemination

### DESIRED QUALIFICATIONS

- 2-3 years of relevant experience in administrative support or communications environments
- Learns new systems quickly; Identifies and adapts quickly to changing priorities
- Demonstrable skill with software applications for
  - word processing (Microsoft 365, Google Suite)
  - spreadsheets and database (Claris)
  - newsletter design
  - graphic design (Canva)
  - website management (Wix)
  - social media posting (Facebook and Instagram)
- Maintains high standards for work output/precision; applies creative eye for detail
- Commitment to handle sensitive information by maintaining appropriate confidences

### PREFERRED SKILLS

- Organized, manages time efficiently; juggles personal responsibilities amid office complexities
- Self-directed and self-motivated; Remains coachable and collaborative within a larger team
- Conforms to a regular schedule, with some flexibility in hours (for specific deadlines)
- Appreciates liturgy and music; Engages with curiosity, respect, and a sense of humor

## SALARY AND BENEFITS

This part-time position involves 25 hours weekly, paid at \$33.50 per hour, with seasonal opportunities for additional paid hours, as agreed upon in advance by the rector, to align with organizational needs through the year.

Paid vacation and retirement benefits also are provided, with an option of purchasing healthcare coverage through our Diocesan plan, if desired. See [2023 Overview of Employee Benefits Program](#) for more information.

Schedule days and hours will be established to match the needs of the church and the successful applicant, at the time of employment. Position reports the St. Paul's Rector.

## LOCATION

St. Paul's Episcopal Church, 415 El Camino Real, Burlingame, CA 94010  
[www.stpaulsburlingame.org](http://www.stpaulsburlingame.org)

## TO APPLY

Please electronically submit cover letter, resume, and 2-3 samples of writing or design work to The Rev. Sarah C. Stewart, Rector, at [sstewart@stpaulsburlingame.org](mailto:sstewart@stpaulsburlingame.org). Interviews will be held as soon as we have qualified candidates.