



**St. Paul's Manager of Church Operations and Communications** role is ideal for a resourceful, self-sufficient, tech-savvy professional who thrives in a dynamic environment. This position reports to the Rector and collaborates with a team of staff and volunteers from our faith community.

About the St. Paul's Community:

St. Paul's is an active, growing, multigenerational community rooted in prayer and vibrant worship, delighting in traditions of sacred music, and discerning fresh ways to serve God's world as we are formed together in the Christian faith.

Our dynamic rhythms celebrate the diverse array of creative gifts in our midst: including the energies of youngsters and families, working professionals and young adults, retirees and sages who have invested in the local community for decades.

In our life together we seek to practice grace, mercy, and compassion in ways that strengthen our bodies, minds, and spirits and inspire us always to follow Jesus' way of loving service, on and beyond our block.

About the Role:

Our ideal candidate will be committed to delivering proactive care for the community through ongoing efforts to:

Cultivate Engagement through Communications:

- Synthesize content & produce print materials for weekly worship services
- Design, create, & produce print and digital content for weekly & seasonal newsletters, annual reports, and social media
- Cultivate volunteer resources to enhance photography, videography, writing, editing, illustration, printing, and distribution of St. Paul's communications
- Maintain & update church website (Wix)
- Create posts for social media (Facebook, Instagram)

### Steward Spaces, Calendars, and Volunteer Rotas:

- Coordinate online church calendar
- Liaise with community members around building use
- Support volunteer scheduling for church activities

### Maintain Church Records & Reporting:

- Manage updates for church directory & membership database
- Assist with inquiries regarding historic church records
- Collaborate in organizing documents for annual audit

### Organize Archives, Spaces, Equipment & Supplies:

- Maintain well-organized office spaces and replenish supplies
- Organize files, images, videos, & other content for digital/ physical archives
- Ensure continuity in office operations & equipment functionality
- Interface with vendors, the US Postal Service, and repair persons to support church office equipment and supply needs

### Nurture Connections:

- Foster strong relationships with Rector, staff, and ministry teams
- Support administrative/program needs of ministry teams & staff
- Liaise with community visitors who seek resources/programs

### Desired Experience and Background

5 years experience in administration/communications and skill with:

- Learning new systems quickly
- Identifying and adapting quickly to changing priorities
- Utilizing software applications for
  - word processing (Microsoft 365, Google Suite)
  - spreadsheets and database (Claris)
  - electronic newsletter design (MailChimp)
  - graphic design (Canva)
  - website management (Wix)
  - social media posting (Facebook and Instagram)
- Maintaining high standards for work output/precision

- Exercising creativity with keen eye for detail/design
- Communicating regularly, clearly, and effectively

We are eager to welcome someone to our team who is:

Punctual, dependable, and detail-oriented.

Listens well; seeks shared understanding around mutual expectations.

Practices accountability around shared projects and deadlines.

Identifies dependencies that could impact outcomes.

Anticipates challenges & implements solutions, in consultation with ministry partners.

Exhibits a generous sense of humor.

Communicates directly; follows up proactively.

Engages differences with curiosity, respect, and kindness.

Builds trust skillfully with diverse collaborators.

Exercises confidentiality in pastorally sensitive matters.

#### Additional Information:

Position requires **approximately 29 in-person hours** per week with a schedule to be agreed upon in consultation with the Rector.

Pay is commensurate with experience, up to \$40/hr.

Generous Benefits Package includes

- Vacation Leave
  - 2 weeks for the first year of employment
  - 3 weeks for the second year of employment
  - 4 weeks for the third year of employment
- Sick Leave (earned at 1 day per month)
- 403b Plan
  - Includes a 5% Employer Contribution
  - Employer Match of Employee's Contribution (up to 4% of Total Compensation)
- Salary Continuation and Disability Insurance
- Employee Assistance Program

Interested candidates should send a cover letter and resume with references to [HR@stpaulsburlingame.org](mailto:HR@stpaulsburlingame.org).

Candidate interviews will begin as soon as viable applicants are identified.