**PART TIME OR FULL TIME**| Grace & Holy Trinity Church, Richmond, VA

**Job Description**

As a Membership Coordinator – Strategic, it is the duty of the Employee to perform all essential job functions and duties. From time to time, the Employer may also add other duties within the reasonable scope of the Employee’s work. This role is a connector between parishioners, newcomers, staff, clergy, and the public, using excellent people skills, communication, and clear boundaries.

* Immediate Supervisor = The Rev. Marissa Sotos, Assistant Priest
* Part-Time or Full-Time (between 32-39 hours per week) both receiving Full Benefits.
* Schedule = Works from Sunday- Thursday during the weekday office hours of 9 am- 4pm and 9am-1pm on Sundays. Being present from 9am – 4pm on weekdays supports both other staff and parishioners’ ability to connect and presence on Sundays will be key to this role. Flexibility with approval, both increased or decreased number of hours, is allowed due to the need to finish a variety of projects by their respective deadlines.

The main job roles are managing the **Google Calendar, Newcomer & Volunteer Ministry, REALM Membership Data and & Sunday Worship Livestream**. The job also includes creative and strategic communications work such as, but not limited to;

* Manage membership profile records (currently REALM ministry database and member app) alongside Financial Administrator
* Assist in content development and posting to the parish website and in managing social media
* Support staff in projects such as the Stewardship Campaign and Ministry Fair throughout the year
* Manage the church Live Stream cameras in conjunction with volunteers and student employees and assist with basic Sunday Technology Support during Sunday mornings
* Welcome and be a liaison to visitors, especially on Sundays
* Discover and connect new member’s gifts and interests with GHTC’s ministries

**Qualifications**

* Experience in and understanding of parish life
* Excellent written and verbal communication skills
* Attention to detail
* Demonstrated ease with computers, social media, and basic AV tech support
* Basic knowledge of online streaming technology
* Curiosity and joy in connecting with others
* Database experience is helpful but not required
* Having a Undergraduate degree or higher is preferable

**Compensation**will be $30.00 per hour (depending on experience).

***To apply****, send a cover letter and resume to Pastor Marissa Sotos at*[***msotos@ghtc.org***](mailto:MSotos@GHTC.org)*.****Applications accepted until filled.***