



ST. FRANCIS EPISCOPAL CHURCH

10033 RIVER RD POTOMAC MD 20854 • 301-365-2055 • WWW.STFRANCISPOTOMAC.ORG

Job Description: Parish Life and Outreach Coordinator

Are you friendly, creative, organized, and self-motivated? Do you enjoy meeting new people, planning fun activities, and helping others? Can you develop and promote engaging events for a variety of audiences? If yes, we invite you to apply for the part-time position of Parish Life and Outreach Coordinator at St. Francis Episcopal Church.

Reports to:	Rector
Status:	Part Time (hourly, approx. 25 hours a week)
FLSA:	Non-Exempt
Pay:	\$30/hour & 5.7 days PTO

Job Summary

The Parish Life and Outreach Coordinator will coordinate and promote parish fellowship and evangelism events; recruit, train, and develop volunteers; and manage and develop St. Francis' digital media presence

Essential Functions:

- Participate actively in parish life, developing warm relationships with congregation members
- Coordinate fellowship and outreach events in conjunction with parish committees and groups (events include summer parish picnic, fall ice cream Sunday, Ingathering lunch, parish wide luncheon, winter family event, ongoing and targeted service projects, community facing events, and more)
- Coordinate and execute events and discrete projects to facilitate evangelism initiatives to embassy staff and Gaithersburg-Darnestown area families
- Recruit and train volunteers for tasks unrelated to worship and education
- Coordinate and oversee all volunteer rotas and send reminders of assignments
- Coordinate visitor follow-up program and thoughtfully integrate visitors into the congregation
- Manage promotion of events on social media
- Assist the communications director with digital media management

Other Responsibilities

- Participate in staff meetings
- Participate in church activities on weekends and holidays

Minimum Qualifications:

- Bachelor's Degree
- Demonstrated skills in written and oral communication

Core Competencies:

- **Attention to Detail:** Consistently attends to the many small pieces which must be assembled into an organized whole; follows up on missing or out of balance items; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details.
- **Influencing Others:** Encourages others to cooperate, participate, provide resources or make decisions; in service to the work at hand; uses verbal and non-verbal skills to communicate respect for others, and to generate energy, passion and commitment to an idea; creates an environment that others want to participate in.
- **Technical Expertise:** Acquires and demonstrates the technical skills required to proficiently execute the essential functions of the job; understands which skills are lacking and seeks to develop those skills; continually works towards the mastery of technical proficiency.
- **Written Communication:** Is able to write clearly and succinctly; employs correct grammar, punctuation and patterns of speech; clearly delivers messages in a tone appropriate to the context.
- **Process Management:** Good at figuring out the processes necessary to get things done; knows how to organize people and activities; understands how to separate and combine tasks into efficient work flow; knows what to measure and how to measure it; can see opportunities for synergy and integration; can simplify complex processes and create policy for repetitive processes
- **Informing Others:** Provides the information people need to know to do their jobs well; helps people understand the information and knowledge and its relevance to the task at hand; is timely and transparent in the sharing of information.
- **Initiative:** Enjoys working hard; is action oriented and energetic about worthwhile activities; not fearful of taking calculated risks; seizes opportunities; sets demanding but achievable objectives for self and others.
- **Creativity and Innovation:** Generates new ideas; makes new connections among existing ideas to create fresh approaches; takes acceptable risks in pursuit of innovation; learns from mistakes; has good judgment about which creative ideas and suggestions will work.

Physical Requirements:

- Able to move freely in and out of different activities
- Able to speak in a public forum

To apply: Submit resume, cover letter and references to kschneider@stfrancispotomac.org.