

**Grace Episcopal Church  
Chattanooga, TN**

**Position:** Communications Specialist/Receptionist

Grace Episcopal Church is an active, progressive, and inclusive congregation in Chattanooga, Tennessee. We are seeking a part-time (20 hours/week) Communications Specialist/Receptionist.

Suitable candidates will be kind, collaborative, creative, patient, attentive to details, hardworking, and eager to embrace multiple responsibilities. The position requires competence with using Microsoft Office, and other software, social media and web-based applications. Job responsibilities include preparing print and web materials and serving as the front line of communication for the congregation, along with other duties.

**I. General Requirements**

- A. Knowledge of MS Office and computer application systems including email, ability to learn website management, social media platforms, and general computer proficiency.
- B. Familiarity with a church work environment
- C. Ability to foster a welcoming, open and friendly office environment
- D. Respect for and ability to maintain confidentiality
- E. Ability to work independently; a self-starter
- F. Willingness to learn new skills or programs as needed
- G. Essential Functions
  - A. Ability to secure reliable transportation to and from work
  - B. Ability to access all areas of the church
  - C. Ability to put office supplies away (moderate lifting)

**II. Responsibilities**

- A. To be the receptionist for the church
  - 1. Greet the public, answering door and screening visitors as necessary.
  - 2. Coordinate with delivery and/or professional services to receive deliveries or provide access to the building for needed services
  - 3. Answer the telephone, take messages, and relay messages to the appropriate persons.
  - 4. Check voicemail regularly and update voice mail for any scheduling changes
  - 5. Check and answer emails in a timely manner
  - 6. Provide assistance to phone callers by directing them to the appropriate community agency
  - 7. Arrange for backup office coverage as needed (vacation, personal days, training, etc.)

- B. To perform regular office duties
  - 1. Sort and distribute incoming mail and mail or ship items from the church as needed, including church communications to members without email or by request
  - 2. Coordinate with Parish Administrator to order office supplies, congregational materials, and other items as needed
  - 3. Keep computer and paper files updated, organized, and backed up
  - 4. Coordinate off-site printing if needed (rare).
  - 5. Replenish user forms as requested.
  
- C. To coordinate church communications and publications
  - 1. A central component of this position is to gather information from individuals and groups in the church and local community to communicate it in a concise and coordinated way across multiple platforms, including copywriting, editing, and creating graphics.
  - 2. Communicate with rector, parish administrator, musicians, committees, and other church groups regularly to gather announcements and other information, including meeting times and locations. Meeting times and locations should be posted on the calendar and in the bulletin. Coordinate with Parish Administrator to reserve meeting space in the church building as needed.
  - 3. Gather articles, announcements, and notices of community events of interest for dissemination in church publications and online
  - 4. Compose, edit, and distribute the weekly email newsletter and special announcements, mailing copies to members without email or by request, and posting to the church website.
  - 5. Update the church website, Facebook page, and other forms of social media regularly with events, announcements, and other items.
  - 6. Update online membership directory (Breeze), newcomer and membership information, including addresses, phone numbers, and emails
  - 7. Compose church communications as needed, retaining digital copies
  - 8. Participate in calendar and staff meetings
  - 9. Update prayer lists in the appropriate church publications
  
- D. To support the worship and ministries of the church
  - 1. Create worship bulletins weekly and for special services, printing and/or posting online as needed.
  - 2. Create digital materials, including graphics, for use on social media
  - 3. Collaborate with Rota Coordinator (volunteer) to ensure coverage for and
  - 4. Disseminate diocesan and denominational materials
  - 5. Serve as the lead communicator for Grace Church with regards to parish communications. Participate in diocesan Parish Communicators support meetings as schedule allows.
  - 6. Provide support and send out correspondence for church staff and other church groups as needed.

7. Coordinate church volunteers in the office as needed
  8. Perform other duties as requested by the rector
- E. To support the direct service (outreach) ministries of Grace Church
1. Set-up for Wednesday Food Pantry
  2. Record service encounters for numbers and share with appropriate parties.
  3. Shop as necessary for needed pantry items.
  4. Solicit pantry donations via parish e-newsletter.
  5. Assemble bags as needed.
  6. Facilitate direct assistance encounters via phone payments for utilities, medication co-pays, rent, etc. at the priests' instruction.