



ST. MATTHEW'S
EPISCOPAL CHURCH

St. Matthew's Episcopal Church, Austin
8134 Mesa Drive, Austin, TX 78759
office@stmattsaustin.org
(512) 345-8314

Job Title: Assistant to the Rector & Communications Coordinator

ABOUT THE JOB:

This position supports the Rector in the day-to-day life of the parish while leading communications to share our church's mission within the congregation and the wider community.

Schedule: We're open and flexible to shaping this position to fit the right person — it could be full-time, three-quarter time, or part-time, depending on your skills and availability. We're open to the possibility of hiring two part-time people to cover different aspects of the role. While there's flexibility to work remotely, in-person presence at the church will be required based on the Rector's schedule and the needs of the role. We're happy to discuss a schedule that works well for everyone.

ABOUT THE CHURCH:

St. Matthew's is a vibrant Episcopal Church located in the Northwest Hills area of Austin, Texas. Founded in 1958, St. Matthew's has a 6-acre campus that includes a Day School for children aged 18 months through kindergarten, and a Memorial Garden with a columbarium and a common urn. St. Matthew's is a loving sacramental community, welcoming all to share life's joys and challenges; to learn and grow in Christ; and to passionately serve each other, Austin, and the world.

SKILLS AND QUALIFICATIONS:

- Ability to organize, prioritize, and execute multiple projects with differing timelines while maintaining excellent attention to detail and appropriate engagement with clergy, staff, and lay leaders.
- Strong interpersonal and written communication skills and the ability to build relationships with parishioners and lay leaders.
- Open honest communication with an upbeat, positive attitude.
- Comfortable creating and editing content for newsletters, bulletins, social media, and other parish communications.
- Highest level of integrity, reliability, and devotion to confidentiality.
- Ability to work independently with minimal supervision and gauge when situations dictate otherwise.
- Resourceful, innovative, and proactive in support of the Rector, other clergy, staff, and lay leaders.
- A team player with other staff.
- Maintain an energetic, fun, learning environment
- Committed to supporting the mission of St. Matthew's Church and the Episcopal Church.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Strong knowledge of Microsoft Office (Outlook, Word, Excel, PowerPoint) and Google Workspace (Gmail, Drive, Docs)
- Experience with computers, the internet, and digital communication tools.
- Experience as an assistant to professionals in similar roles



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- Experience in communications, including newsletters, bulletins, social media, and other content creation.
- Comfort using design or publishing tools (Canva, Adobe, or similar) for parish communications.
- Experience with a membership database tool, REALM is ideal
- Experience with Event Planning or similar
- Ability to read, write, and communicate in the English language

DETAILED ROLES & RESPONSIBILITIES:

- Manage the Rector's daily calendar of meetings and related communications, actions, and materials
- Coordinate all aspects of events the Rector hosts, whether inside or outside the church
- Coordinate travel and related arrangements for Rector
- Coordinate the preaching calendar for all clergy
- Serve as the point of contact for all Bishop visits and facilitate all related activities and materials
- Coordinate initial engagement with visitors and newcomers, including post-visit follow-up, outreach from clergy, entry into church systems, and invitation to upcoming parish events
- Manage the church membership database with additions, changes, and deletions
- Assist in the preparation of meeting presentations and reports under the direction of the Rector
- Organize and maintain the Parish Register
- Coordinate the collection of inputs and assembly of the annual Parochial Report and Parish Annual Report
- Develop, produce, and distribute parish communications, including the weekly newsletter, Sunday bulletins, social media posts, signage, and other materials to engage parishioners and the broader community.
- Maintain consistency of messaging and branding across all communications channels including the church's website.
- Other duties and responsibilities as assigned

Benefits

Available to full-time employees:

- Twelve paid holidays annually
- 10 vacation days accrued annually
- Employer-supplied Health, Dental, and Vision insurance paid at 100% by the employer
- Employee Assistance Program
- Pension program
- Short-Term Disability coverage available
- Continuing education opportunities

Application Instructions

We welcome applications from individuals eager to serve in both administrative and communications roles. Please submit a resume and a cover letter explaining why you are a great fit for this position to

HR@stmattsaustrin.org