



St. Mark's Episcopal Church

315 East Pecan Street, San Antonio, TX 78205-1819

Open Position: Part-time Volunteer and Membership Coordinator

St. Mark's Episcopal Church, located in the heart of San Antonio, is seeking a Volunteer/Membership Coordinator. St. Mark's is a resource-sized, historic Episcopal church in the Diocese of West Texas, and guided by our core vocation:

Feeding San Antonio with the Bread of Life

- Feeding the hungry with actual food
- Feeding those hungry for knowledge and meaning
- Feeding those hungry for beauty and creativity

With congregational visioning, we have renewed our commitment to our core vocation with a special emphasis on:

- Outreach to those who are in need in the city including seeking opportunities to more intentionally engage our new neighbors: residents moving into the Broadway corridor, the Tobin Center, and other faith-communities and residents in our immediate neighborhood.
- More intentionally welcoming and connecting those who are new to or visiting St. Mark's.

Working in a collaborative team environment, this position will work closely with the Associate Rector responsible for outreach and with the Director of Advancement on membership-related activities.

Required Qualifications:

- Bachelor's degree
- 2-5 years of related work or volunteer experience
- Candidate should be energetic, dedicated, professional, and well spoken with a strong work ethic, initiative, and confidence. Ability to work independently and as part of a team. Ability to set and manage deadlines.
- Strong oral and written communication skills, attention to detail is essential.
- Experience with organizing events and/or volunteer opportunities.
- Experience coordinating collaborations between two or more organizations.
- Experience with Microsoft Office and email (Outlook preferable).

Preferred Qualifications:

- Experience working in a mid to large-size church environment
- Experience with the Episcopal tradition
- Database experience (particularly Shelby/Arena)

Job Duties:

- Coordinate volunteer opportunities including scheduling liturgical participants and outreach opportunities.
- Work with senior staff to develop and execute welcome strategy.
- Help connect members with opportunities to serve.
- Attend staff and committee meetings (COM, Outreach, others as assigned).
- Process visitor cards and manage senior staff follow-up as needed.

Application Requirements:

Candidates should also provide three professional references.

Work Environment: Flexible, 19 hours a week, occasional Sunday duties

Compensation: \$1,800/mo.

Inquiries should be directed to:

Dina Aboul Saad
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210-226-2426

To apply, email Resume and Cover Letter to:

Rachel Dugger
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