



St. John's  
Episcopal Church  
1623 Carmel Rd. Charlotte, NC 28226  
www.stje.org

## New Member and Marketing Assistant

**St. John's Episcopal Church – Charlotte, NC**

**Position Type:** Part-Time

**Compensation:** Paid (with Paid Time Off)

### About St. John's

St. John's Episcopal Church is a welcoming, vibrant parish in Charlotte, North Carolina, committed to hospitality, spiritual growth, and meaningful connection within the church and the wider community. We are seeking a warm, organized, and creative individual to help us strengthen our welcome of newcomers and expand our communication and community engagement efforts.

### Position Summary

The New Member and Marketing Assistant plays a key role in ensuring that visitors and new members feel genuinely welcomed and supported as they explore life at St. John's. This position also supports the church's marketing and communications by managing and expanding our online presence and helping tell the story of our parish and ministries. The ideal candidate is relational, detail-oriented, comfortable with technology, and excited about ministry in a church setting.

### Key Responsibilities

**Hospitality & Newcomer Integration** - Work closely with volunteer greeters to welcome newcomers and visitors on Sunday mornings. - Coordinate and host monthly newcomer gatherings. - Oversee and support the coffee hour following the 10:15 a.m. Sunday service. - Expand and support the greeter ministry to include intentional welcome and connection with visitors after services. - Help newcomers become integrated into the life of the church by introducing them to small groups, ministries, and service opportunities.

**Administration & Database Management** - Update and maintain the church member database as needed, ensuring accurate and timely information.

**Marketing & Communications** - Manage and expand St. John's online presence through regular social media posts. - Take photos at worship services and church events for use in communications. - Use AI and other digital tools to create content such as sermon summaries, video reels, brochures, and other promotional materials. - Develop engaging content that reflects the life, mission, and values of St. John's and helps expand our presence in the wider community.



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**Preschool & Young Families Outreach** - Collaborate with the church preschool to support marketing and communication efforts. - Help reach out to preschool families, inviting parents into the life of the church, the young families ministry, and other parish opportunities.

## Qualifications & Skills

- Friendly, welcoming demeanor with strong interpersonal skills.
- Excellent organizational and communication skills.
- Comfort with social media platforms and basic digital content creation.
- Willingness to learn and use AI and other tools for marketing and communication.
- Ability to work collaboratively with staff and volunteers.
- Sensitivity to and respect for the mission and values of an Episcopal church.

## Schedule & Compensation

This is a part-time position with a flexible schedule that includes Sunday mornings and occasional evenings or special events. Compensation includes paid time off.

## How to Apply

Interested candidates are invited to submit via email, a resume and brief cover letter expressing their interest in the position and their relevant experience to:

The Rev. Peter Floyd  
1623 Carmel Rd.  
Charlotte, NC 28226  
Email: [peter@stje.org](mailto:peter@stje.org)