

## POSITION DESCRIPTION

<u>Position Title:</u>	Associate for Community Engagement
<u>Position #</u>	2506
<u>Department:</u>	Parish Life
<u>Classification:</u>	Exempt
<u>Direct Report:</u>	Senior Associate Rector & Pastor of Imagine Worship
<u>Annual Salary:</u>	\$65,000 - 75,000 per annum

### **I. Position Summary:**

The Associate for Community Engagement & Outreach plays a vital role in advancing St. Bart's vocation to be a radically welcoming, inclusive, and compassionate Christian community in the heart of New York City.

He/she/they will assist clergy and other staff in cultivating meaningful pathways for connection, belonging, and service - especially for newcomers, seekers, and those seeking to live out their faith in action.

He/she/they will additionally foster community partnerships and service projects, support newcomer integration, coordinate logistics for Imagine Worship (our Thursday evening congregation), and help ensure that everyone who walks through St. Bart's doors is met with warmth, care, and dignity.

Rooted in St. Bart's ethos of Radical Welcome, this role invites a creative, organized, and compassionate leader to help others experience God's love through community, worship, and service.

### **II. Responsibilities:**

#### **Welcome & Newcomer Integration**

- Follow up with newcomers using Connect Cards and ensure timely and thoughtful engagement.
- Support newcomer welcome events (e.g., Explore Class, Pathfinders Class, Welcome Sunday, Newcomer Brunches), and coordinate engagement pathways
- Serve as liaison to Sunday morning hospitality teams, including docents, ushers, and greeters.
- Collaborate with communications and facilities to implement a cohesive first impressions strategy (literature, way finding signage, welcome screens, etc.).

- Manage inventory and merchandise for the St. Bart's Store in the Narthex.
- Coordinate intake and logistics for Baptism, Confirmation, Reception, and Reaffirmation.
- Serve as a warm, welcoming, and visible presence throughout the day on Sundays, including the 9 am, 11 am, and 5 pm worship services, The Forum at 10 am and Coffee Hour at 12:15 pm.
- Maintain and update records in Church Community Builder (CCB), including group assignments and contact lists.

#### **Imagine Worship Support (Thursday Evenings at 7 pm)**

- Schedule and manage volunteers via volunteer management software (MSP).
- Oversee space setup and hospitality.
- Plan and coordinate weekly Imagine community meal (during school year).
- Serve as a warm, welcoming, and visible presence on Thursday Evenings.
- Process Imagine Worship Musician payroll.

#### **Faith in Action**

- Coordinate monthly service days with Crossroads and Coalition for the Homeless.
- Convene Faith in Action meetings (monthly/seasonal).
- Curate and publish monthly digest of service/justice opportunities.
- Support social justice education initiatives.
- Implement seasonal regular service, justice, and advocacy initiatives (e.g., Backpacks for Refugees, Reclaim the Vote Postcarding).
- Coordinate with external groups on social justice and advocacy events (e.g. Trans Latinx, Network Trans Day of Remembrance, Crossroads Community Services & Fare Share Friday).

#### **Additional Responsibilities in Parish Life**

- Assist with welcome and hospitality for all-hands events.
- Assist in the organization of St. Bart's Connects groups (small group ministry)
- Perform other duties as workload necessitates.

### **III. Qualifications:**

- Bachelor's Degree strongly preferred.
- 2-4 years of experience in a church, nonprofit, or mission-driven organization preferred.
- A personal commitment to inclusion, diversity, and justice in a faith-based context.
- Experience coordinating volunteers, events, or service projects.
- Excellent organizational and time management abilities; able to juggle multiple priorities with grace.
- Creativity, initiative, and a flexible, can-do spirit.

- Familiarity with social justice issues and faith-based responses to community needs
- Availability to work Sundays and occasional evenings for events, services, and hospitality responsibilities
- Comfort with or openness to the Episcopal Church's theology, worship, and values
- Tech-savvy; comfortable with or willing to learn tools such as: Church Community Builder (CCB) or similar database/CRM Ministry Scheduler Pro (MSP) or other volunteer scheduling tools Google Workspace, Microsoft Office, and Constant Contact or similar platforms
- Excellent verbal and written communication skills.
- Strong analytical, organization, and communication skills a must.
- Advanced proficiency with Microsoft Office Products (Word, Excel, PowerPoint)

#### **IV. Employee Requirements:**

##### Safety & Security

All employees are required to adhere to all safety and security standards.

##### Attendance & Appearance

All employees are required to adhere to our standard operating procedures regarding attendance and dress code policies (as related to job functionality).

##### Workplace Diversity & Inclusion

All employees support workplace diversity and inclusion initiatives, including the enhancement efforts of employee resource groups and related affinity networks.

##### Employee Partnerships & Teamwork

All employees are focused on supporting each other, in an ongoing effort to meet the global minded mission needs and goals of St. Barts Church.

#### **V. Physical Demands & Work Environment:**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop; kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color and peripheral vision, depth perception, and the ability to adjust focus. While performing the duties of this job, the employee is exposed to weather

conditions prevalent at the time. The noise level in the work environment is usually moderate.

**VI. Professional Commitment:**

St. Barts Church provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, sex, national origin, age, disability or genetics. In addition to federal law requirements, St. Barts Church complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities and or operates. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

St. Barts Church expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of St. Barts Church's employees to perform their job duties may result in discipline up to and including discharge.

**VII. To Apply:**

To apply, please send your resume and cover letter to [hr@stbarts.org](mailto:hr@stbarts.org). Please include "Associate for Community Engagement" in the Subject Line.