



## ST. DAVID'S Episcopal Church & School

St. David's Episcopal Church is seeking a **Membership Coordinator** to be the welcoming face of our vibrant congregation. This part-time role (approximately 20-25 hours per week) offers an exciting opportunity to connect with parishioners, support our staff, and help foster a warm, inclusive environment for all.

### What You'll Do:

- **Connect with Our Community:** Be the first point of contact for visitors and parishioners. Welcome newcomers and make them feel at home in our church family.
- **Engage on Sundays:** Serve on Sunday mornings to help strengthen connections between parishioners and staff, ensuring a welcoming and supportive atmosphere.
- **Database & Administrative Support:** During the week, the Membership Coordinator will work at the front desk to greet visitors, maintain and update our membership database, manage communications, and assist with administrative tasks to keep our church running smoothly.

### What We're Looking For:

- A natural communicator who loves building relationships and is dedicated to making others feel welcome.
- Someone who is comfortable with digital tools and databases, with an eye for accuracy and organization.
- Someone who is collaborative and enjoys working alongside a supportive, mission-driven team to further the ministry of St. David's.

### Why St. David's?

- **A Welcoming Community:** With a vibrant preschool and a growing congregation of young families, St. David's is a place where you can make meaningful connections and see your work have an immediate impact.
- **Work in Ministry:** Join a supportive, mission-driven team where your contributions will help strengthen our church and serve our community.

If interested in applying, please send your resume to [briant@saintdavids.net](mailto:briant@saintdavids.net)