



## **Position: Office Coordinator**

### **Organization Summary**

Brown Memorial Park Avenue Presbyterian Church (USA) is a thriving, progressive community of faith in the heart of Baltimore City. More than 150 years old, Brown Memorial is highly respected and widely recognized for its inspiring preaching, magnificent music, committed community engagement, and diverse, inclusive congregation.

### **Position Summary**

The Office Coordinator is part of the Support Staff Team and is responsible for assisting the staff and volunteers in serving the congregation and community to reach our mission. **This is a full-time position (40 hrs/wk) with benefits in a hybrid work environment.**

**Reports To:** Congregational Life Minister.

### **Major Responsibilities:**

- Assemble and produce weekly worship materials, including bulletins and worship slides
- Collaborate with the Communications Manager to create and distribute internal and external communications with particular attention to graphic design (e.g., bi-weekly email; quarterly newsletter)
- Design and create flyers, presentations, and other materials for staff and congregants as needed
- Maintain and optimize the church community database, including educating and assisting members in its use
- Maintain the church calendar; scheduling meetings and events, including Zoom events
- Provide administrative support to the Senior Pastor and other Staff
- Assist the Ministry Staff with administrative aspects of congregant engagement; create, communicate, and maintain volunteer schedules
- Monitor the church inquiry line (phone and email), directing questions to appropriate staff and volunteers
- Welcome people at the door; receive packages
- Maintain technology licenses, passwords, and office equipment for staff
- Maintain church records and files (e.g., vendor contracts and rosters)
- Review, purchase, and maintain resources and supplies

**Education Required:** Bachelor's degree

**Experience/Skills Desired:**

- 1-3 years experience in an office or organization
- Excellent computer skills, including use of Excel, Canva, MailChimp, and WordPress
- Strong written and verbal communication skills
- Ability to efficiently organize files, work processes, and tasks
- Strong interpersonal skills
- High level of self-awareness

**Work Environment:**

This position is full-time, 40 hours per week, in the Bolton Hill church office with the option to work a portion of those hours remotely.

**Salary and Benefits:**

\$52,000 to \$55,000, commensurate with experience and abilities. A generous benefit package, including contributions toward health insurance and a retirement plan, paid sick leave, and paid time off, is available.

**Physical Demands/Requirements:**

Normal office environment requiring: sitting for prolonged periods of time, light package lifting, and repetitive keyboard use. Physical requirements to be met with or without reasonable accommodation.

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**To apply for this position, please submit a cover letter and resume to [rachel@browndowntown.org](mailto:rachel@browndowntown.org)**  
**Subject: Office Coordinator Application**

Please include in your cover letter why this job appeals to you, why you believe it is a good match for you as a person and as a professional, and what personal and professional attributes, skills, talents, and abilities you would bring to the congregation and this position.

**Application deadline:** January 31, 2026      **Start Date:** Immediately

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*Brown Memorial encourages underrepresented candidates to apply and does not discriminate on the basis of race, ethnicity, national origin, gender, gender identity, sexual orientation, disability, or age.*

*Brown Memorial is deeply committed to social justice, access, and belonging. It deliberately uses inclusive language in its worship texts and music lyrics. The congregation's commitment to progressive ideals influences all aspects of its life and ministries. You can learn more about its rich history of and continued commitment to social justice and inclusive welcome on the church's [website](#).*

*Our mission: Emboldened by the life and teachings of Jesus Christ, we strive to bear witness to the reconciling love of God by nurturing an inclusive community, wrestling with Scripture and tradition, and working for justice and peace.*