

Job Title: Diocesan Event & Data Coordinator
Reports To: Canon to the Ordinary/Chief of Staff
Status: Full-time, Exempt
Location: Episcopal Diocese of Pittsburgh, Pittsburgh PA

Position Summary

The Diocesan Event & Data Coordinator supports the planning and execution of a variety of diocesan events. This role serves as a key point of contact for approximately 33 parishes, assisting with reporting, maintaining diocesan records, and helping leadership stay informed through clear and reliable data.

In a small diocesan staff setting, this position requires a collaborative, adaptable individual who is comfortable balancing administrative support with detailed data entry and follow-through.

Key Responsibilities

Major Event Coordination

- Create registration forms and communications, collect registration information, and liaise with event organizers for a variety of events, not limited to annual Diocesan Convention, annual Clergy Conference, and periodic Ministry Celebration Days
- Serve as coordinator and first point of contact for event venues, speakers, and caterers
- Assist in recruiting volunteers as needed
- Collect and report on event evaluations
- Complete other tasks as needed for events to be successful

Meeting Coordination

- Schedule recurring and as-needed diocesan meetings, coordinating office calendars and participant availability
- Provide follow-up reminders and Zoom links for meetings
- Use Zoom tools to assist in the completion of meeting minutes

Parish Reporting Coordination

- Manage the annual reporting cycle for all congregations (e.g., parochial reports)
- Monitor submissions, follow up with late or incomplete reports, and assist with corrections
- Maintain a clear system for tracking reporting status across all 33 churches

Relational Support to Parishes

- Serve as a primary contact for parish administrators, clergy, and volunteers regarding reporting and records
- Build working relationships with congregations to encourage timely and accurate information sharing
- Provide patient, practical assistance to parishes with varying levels of administrative capacity

Data Entry & Recordkeeping

- Enter and maintain parish, clergy, and congregational data in diocesan systems
- Track leadership changes, congregational statistics, and sacramental records as reported
- Ensure consistency and accuracy across records with careful attention to detail
- Maintain registrations for diocesan events, using data to generate supporting materials such as status reports, email blasts, and nametags
- Assist Finance team with uploads and scanning of transactions, statements, and other correspondence

Systems & Process Support

- Maintain simple, reliable spreadsheets and databases
 - Help streamline forms and reporting processes for ease of use
 - Provide basic guidance and troubleshooting for other users
 - Work collaboratively with other staff members to support needs of the Bishop
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Qualifications

- Strong organizational and administrative skills, especially in a small-office environment
 - High attention to detail and accuracy in data entry and recordkeeping
 - Proficiency with Microsoft Office, Google Forms, Google Workspace and database software
 - Ability to communicate clearly and graciously with a wide range of contexts
 - Self-motivated with the ability to manage responsibilities independently
 - Discretion in handling confidential information
 - Familiarity with church life; experience in the Episcopal Church or similar setting is extremely helpful but not required
 - Bachelor's degree and experience in the administration of a church or not-for-profit organization – or transferable experience from the business sector.
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Work Environment & Expectations

- Small, collaborative diocesan office with close coordination among a limited staff
 - Flexibility and willingness to assist where needed
 - Regular communication with clergy and parish leaders across the diocese
 - Occasional travel within the diocese
 - Some seasonal variation in workload, (e.g., annual reporting periods, annual convention preparation) including occasional evenings and weekends
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To Apply

Please submit a resume and cover letter to Canon Joann Saylors at jsaylors@episcopalpgh.org.