



# St. John's Episcopal Church

PO Box 300230

Jamaica Plain, MA 02130

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*At the corner of Roanoke Ave and Revere St in Jamaica Plain*

## **Job Description: Parish Administrator (Part-time)**

**General:** St. John's Episcopal Church in Jamaica Plain is hiring a part-time Parish Administrator to manage its church office and daily operations. We are a small, vibrant, welcoming, and inclusive parish. The Parish Administrator is a key part of our ministry team, working under the direct supervision of the rector, in collaboration with other members of the staff, parish leadership and lay members. The Parish Administrator is also a key representative of the parish to the wider community. The ideal candidate has a positive, can-do approach, communicates well both in written and oral forms, is a skilled organizer and planner, and is able to work independently. Primary responsibilities include parish communications (including but not limited to phone, printed weekly bulletins, weekly email newsletter, maintenance of our website and social media presence), coordinating usage of church space by groups both inside and outside the parish (including contracts and payment when appropriate), coordinating care and maintenance of the building and grounds, coordinating and supporting volunteers, and managing general office administrative duties.

**Setting:** St. John's Church is a Eucharistically-based faith community of neighbors and families celebrating different understandings of the Christian faith within the Episcopal Church. As we attempt to live out our call to be the body of Christ in the world, we strive to be a beacon of justice-seeking and creativity, and to honor St. Benedict's teaching: 'Let all who enter here be received as Christ.' Located in the vibrant Jamaica Plain neighborhood of Boston, we are a vital part of a diverse, welcoming and exciting community hosting various community groups and music and arts programming throughout the year as well as a bilingual pre-school that operates year-round. Average Sunday Attendance at St. John's worship is 45+ people in the program year, 25 in the summer months, with approximately 110 active members of all ages.

**Schedule and Compensation:** 16 hours/week; Ideal candidate would work 3 or 4 days/week for 3-5 hours each day on site, preferably with one of those days being Friday although the schedule is negotiable for an exceptional candidate. Compensation

is \$17,000 annually (salaried exempt), negotiable for an exceptional candidate, with two weeks paid vacation per year.

**Qualifications:** 2-3 years administrative experience. Must be able to work independently and prioritize tasks. Demonstrated tech skills with experience in Google Apps, Apple Macbook, Constant Contact, social media, and website maintenance (Squarespace). Excellent written and oral communication skills are essential. Flexibility and ability to multitask, a friendly and professional demeanor, and the ability to honor confidentiality are also vital. Experience with the Episcopal Church and with publishing/graphic design are pluses but not exclusionary.

**To Apply:**

Please send cover letter and resume to the Rev. Dr. Ted Cole Jr.:

Parish Admin Search

c/o St. John's Episcopal Church

PO BOX 300230 Jamaica Plain, MA 02130 or

via email to [ted@stjohns-jp.org](mailto:ted@stjohns-jp.org)