

## **Parish Administrator - Part-time**

### **JOB DESCRIPTION:**

We seek a Parish Administrator who will serve an important ministry of St. John's, a small, vibrant, welcoming and inclusive faith community. Working with and for the Rector, the Parish Administrator is expected to maintain a warm, friendly, positive, manner in personal, telephone and email contacts. Keeping confidentiality and being able to meet deadlines are crucial aspects of this position. This is a part-time position of 14 hours a week; hours can be flexible.

### **KEY RESPONSIBILITIES OF THE PARISH ADMINISTRATOR:**

#### **A. Worship Materials**

- Produce and collate materials for Sunday worship, and other special services.
- Send out timely reminders and communications to worship volunteers
- Email worship bulletins and other materials to the parish, and mail the same materials to parishioners who do not have email.

#### **B. Record Keeping**

- Maintain a monthly calendar on the use of church spaces by different groups
- Update parish databases on membership, email mailing lists, and a list of mailing labels.
- Produce an updated parish directory once a year.
- Coordinate requests for rental of church spaces with a designated parishioner. Inform the Wardens and Rector of rental requests.
- Keep a file of rental contracts, updated renters insurance information, and key deposits.
- Give out rental keys to new renters and keep track of incoming rental fees.
- Keep Vestry Meeting minutes binder up to date.

#### **C. Communication**

- Serve as Receptionist for the parish.
- Respond to emails and voicemail messages in a timely manner.
- Maintain open and direct communications with the clergy and lay leadership.
- Notify the Sexton and a Property Committee member of maintenance issues in the building.
- Produce, under the supervision of the clergy, an electronic newsletter and other regular postings of parish events and activities as needed.
- Produce all-parish mailings especially for the Annual Parish Meeting and Pledge Campaign.
- Keep the community bulletin boards neat and up-to-date.
- Maintain event and service announcements on the website.

#### D. Office Management

- Maintain an organized office; keep the small table outside the office neat.
- Sort incoming mail.
- Coordinate all repairs and monitor contracts on office equipment.
- Organize/ clean out paper and computer files with the help of committee members..
- Coordinate and order office and cleaning supplies with the help of designated lay leaders.

#### E. Miscellaneous

- Perform ad hoc tasks as necessary such as ordering of books.
- Notify, plan and coordinate absences such as vacations with the clergy and Wardens.
- Upgrade skills as necessary to handle new communications media.

#### **Qualifications:**

The Ideal Candidate is someone who:

- manages time and different projects efficiently and effectively,
- has effective communication and interpersonal skills,
- has basic computer skills including word processing, email, using Google Suite and the parish's Google drive,
- is responsible, positive, organized, friendly, calm, and establishes good rapport with parishioners and renters.
- is able to work independently and collaboratively,
- has an Associate's degree or higher, or similar experience,
- is willing to undergo a CORI check and complete Safe Church training when necessary.

#### **To Apply**

Email cover letter and resume to:

The Rev. Diane Wong

[dianeckwong@gmail.com](mailto:dianeckwong@gmail.com)

Or send through regular mail to:

St. John's Episcopal Church

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