

Parish Administrator

Job Description

Grace Church in Salem

385 Essex Street

Salem, MA 01970

Grace Church, a small, vibrant, welcoming, and inclusive Episcopal parish, seeks a part-time Parish Administrator who will serve an important role supporting the clergy, staff, and parish. Working with and for the Rector, the Parish Administrator is expected to ensure smooth office operations, manage communications, and handle essential administrative tasks while maintaining a warm, friendly, and positive manner with personal, telephone, and email contacts. Keeping confidentiality and being able to meet deadlines are crucial aspects of this position.

We are looking for a part-time (10 hours per week) Parish Administrator to:

Worship Materials

- Produce and collate materials for Sunday worship services and other occasional services;
- Coordinate the worship volunteer schedule;
- Post worship leaflets on the website weekly;

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 Property Chair of maintenance issues in the building;
- Produce, under the supervision of the clergy, a weekly electronic newsletter and other regular social media posts of parish events and activities as needed;
- Produce the Annual Report;
- Keep the community bulletin boards and outdoor signage neat and up-to-date;
- Maintain event and service announcements on the website weekly;
- Keep confidentiality;

Record Keeping

- Maintain a monthly calendar of church events;
- Update parish databases on membership and email mailing lists;
- Produce an updated parish director once a year ahead of the Annual Meeting;
- Coordinate requests for rental of church spaces, filing rental contracts, updating insurance information, and management of keys;
- File Vesty meeting minutes;
- Maintain certificates of trainings;

Office Management

- Maintain an organized office;
- 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;

Miscellaneous

- Perform ad hoc tasks as necessary;
- 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, such as word processing (Microsoft Word; experience with Microsoft Publisher is a plus), email, Google Suite, Constant Contact, Canva, Wix;
- 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;
- Will undergo a CORI check and complete Safe Church training as necessary.

The compensation is \$20.00 per hour.

Please send cover letter and resume to The Rev. Deborah Phillips, Rector, at gcis1@verizon.net.