

Parish Administrator Job Description

Overview:

St. Peter's Church in Weston seeks a skilled, organized, and collaborative part-time in-person Parish Administrator to oversee the management of the Parish and serve as the chief communications officer for the church in conjunction with the Rector and Wardens. The Administrator will work closely with St. Peter's staff and lay leaders, serving a vital role in the church's ministry leadership. The Administrator will report to the Rector.

Key Responsibilities:

Under the supervision of the Rector, the Parish Administrator provide general office support to the parish, staff, and committees to further the mission and ministries of St. Peter's Church. This work includes, but is not limited to:

- Provide phone & email support
- Manage data & records
 - Manage church directory
 - Prepare reports, mailing labels, mail merges, committee lists, etc.
- Oversee office inventory and supplies
- Coordinate parish calendar and facilitate use of church space by internal and external groups (with Property Committee)
- Support church ministries & committees and collaborate with volunteers
- Update and send weekly Sunday worship bulletin, weekly e-newsletter, and various other messages to parish
- Assist with managing the church's online presence by updating website, Facebook, and Instagram page to reflect upcoming events
- Maintain membership contact information across platforms including Constant Contact and Realm
- Work 20 hours a week & be in office at least four days per week

Qualifications:

- Strong interpersonal and communications skills
- Respect confidentiality including handling sensitive information with discretion and integrity
- Friendly and positive disposition (first impression of the church)
- Collaborative and able to work well with staff, parishioners, and public
- Curious and willing to take initiative on behalf of the church when free time arises
- Proficiency in: Microsoft Office, Microsoft OneDrive, Canva (or similar software), Constant Contact, Signup Genius, Excel, Instagram, Twitter/X, Facebook, YouTube, and Realm
- Knowledge of how to use a printer to collate, cut, and fold weekly Sunday bulletins
- Bachelor's Degree or above

Compensation and Benefits:

- St. Peter's is offering this position as part-time with a compensation range of \$26-\$28 an hour, commensurate with experience. The specific package will be tailored to the selected candidate.
- Will undergo a CORI/background check and complete the Safe Church training as necessary.

Application Process:

To apply for this position, please email the following materials to Amanda at spcwsearch@gmail.com:

1. Letter of interest in the position
2. Full CV or Resume
3. Contact details for three professional references

No phone inquiries please.