

Church Administrator / Grant Writer

St. Luke's-San Lucas Episcopal Church – Chelsea, MA

Job Title: Church Administrator/Grant Writer
Department: Parish Office
Supervisor: Vicar or Senior Warden In Vicar's Absence

Compensation: \$22-28/Hr. Based On Experience, +Bonus Program For New Grants

Schedule: PT 24 Hours/week, Wed Evening 4hrs, Fri Morning 4hrs, Sat & Sun Mornings 7:00AM to 3:30PM
(Can Move To FT, Upon Securing Additional Funding Grants Goals, in 6 Months)

General Job Description

Looking for self-driven, energetic, team leader and support person!

The Church Administrator role is a Dynamic Leadership role, reporting to & assisting the Vicar and being a present & active leader at all major church services, feeding ministry food pantry & dining room events, and other church sponsored events/ministries. Will interact closely with other Church Staff, Senior Warden & Ventry Officers.

The church administrator is responsible for managing and coordinating various administrative tasks within the church. This includes overseeing day-to-day operations, scheduling events, and managing staff and volunteers.

Additionally, the grant writer plays an integral part in securing additional funding for the church's programs and initiatives. The key responsibility is to identify potential grant opportunities and develop compelling grant proposals that align with the church's mission and objectives. Bonus incentives offered for bringing new grants.

Major Duties and Responsibilities

- Coordinate Food Pantry & Community Kitchen Programs, order food, plan menu, schedule volunteers
- Coordinate Religious Services Volunteers, Coffee Hour Volunteers, Special Event Volunteers Via Signup Genius software
- Respond to calls, emails, and routine letters, and direct inquiries to the appropriate person.
- Arrange, coordinate, and schedule meetings.
- Track inventory of supplies and order more when, necessary.
- Write and distribute routine correspondence.
- Prepare weekly and other occasional service booklets and announcements.
- Maintain updated contact information for church employees, suppliers, and parishioners.
- Create and maintain relationships with funding sources.
- Write grant applications and submit them in a timely fashion.
- Track and report on grants applied for, funded, and refused.

- Write grant reports and submit required documentation to stay current with the funder.

Minor Duties and Responsibilities

- Direct, schedule and support volunteers
- Support volunteer ministry leaders with meeting schedules, producing, and distributing materials, etc.
- Oversee volunteer staffing, menu planning, and guest experience in community dining.
- Update the church website, social media apps, and communications with church social media coordinator.
- May be asked for other reasonable duties when needed in either kitchen or food pantry.

Qualifications for the Job

Education:

High School Diploma or GED

Experience:

- Episcopalian (preferred), Other Apostolic Christian Denomination
- Customer service experience
- Business administration office experience (preferred)
- Ability to work independently
- Ability to use Microsoft 365 Office & other management software
- Ability to answer, make, track phone calls, email & general correspondence
- Open availability to work Fridays, Saturday and Sundays

Key Competencies

- Bilingual English/Spanish
- Time Management
- Leadership & Independent Worker
- Organizational Skills

Physical Requirements

Working on feet for several hours per day

Ability to move or pick up objects up to 40 pounds.