

Parish Administrator

The Parish Administrator for St. Edward's will manage the church office and function as the initial and primary contact for church business and daily operations.

Primary Responsibilities

- Provide a welcoming atmosphere for all who contact or visit the parish office
- Effectively manage all functions of the office with volunteers' assistance
- Provide administrative support to the Priest(s), vestry, and other church staff as needed
- Recruit, train, and manage volunteers to accomplish various duties needed to effectively manage the office
- Work with Priest(s) and others to manage content for Sunday and special service bulletins; prepare parish announcements
- Manage and maintain membership input and data in ACS; maintain parish directory
- Maintain church calendar for all scheduled meetings, social activities, and other uses of buildings and property; coordinate paperwork related to facilities' use for internal and external groups
- Function as initial contact for building concerns and needed repairs and address concerns with appropriate staff or vestry
- Work with parish groups as needed to coordinate and document requirements related to Safeguarding Children and other compliance policies
- Prepare reports for vestry and diocese as needed
- Maintain keys and key logs
- Maintain office equipment/contracts and inventory
- Order supplies for office and church programs as needed; reconcile purchasing card
- Attend weekly staff meetings
- Other duties as assigned

Qualifications and Skills

- Three to five years of relevant experience in a church office or other administrative environment
- High school diploma or GED equivalent; prefer some technical college or college
- Proficiency with Microsoft Office, ACS or similar databases, and social media platforms
- Excellent organizational and administrative skills

- Excellent verbal and written communication and interpersonal skills
- Demonstrated ability to handle confidential information appropriately
- Demonstrated ability to manage multiple tasks and projects with competing priorities and deadlines
- Willingness to learn new technological tools and/or programs
- Ability to speak Spanish (preferred)
- Not a member of St. Edward's Episcopal church (preferred)

Hours and Compensation

- Full-time position; competitive salary commensurate with the experience and education of the applicant; includes benefits package with health, life, and disability insurance and pension

Interested applicants please email your resume with minimum of two professional references to Mr. Michael Lyons at runninglyons@gmail.com by August 20 2019 in order to receive full consideration.