

Parish Administrator Job Description

St. Edward's Episcopal Church is hiring a Parish Administrator. The Parish Administrator supports and

provides coordination for office serving as the direct assistant to the rector or priest in charge. The

position's schedule is Monday thru Thursday 10:00 am to 4:00 pm with one hour for lunch. The position

has a starting wage of \$18.00 per hour. The position requires commitment and knowledge of the church

ministry, strong organizational skills, proficiency in Microsoft Office, the internet, and social network

communications. The Parish Administrator will also be expected to apply the previously mentioned skills

in a flexible and sensitive manner. As a diverse parish, the Parish Administrator should be open and

welcoming to all members and visitors of the church.

Essential Functions and Responsibilities:

Joyfully and patiently provide a welcoming atmosphere to all who enter or contact the parish office;

Greet all visitors to the church.

Manage phone, email, and written correspondence.

Order office supplies.

Manage database (Realm) collections, data input, organization - including sign-ups, transfers, registering baptisms, etc.

Prepare and send weekly e-blast newsletter and worship service bulletins.

Supervise and coordinate all parish mailings.

Ability to train and coordinate office volunteers.

Attend staff meetings.

Coordinate requests and scheduling for use of the church buildings.

Qualifications:

Knowledge of Google Docs, Microsoft Office Suite, and Realm

Prior experience working in churches or not for profit organizations.

Bilingual; Spanish fluency is preferred but not required.

The job information in the posting is not-all inclusive. Other duties and responsibilities may be assigned

and are subject to change based upon the church's needs.

Kindly send 1) a cover letter expressing your interest in the position, 2) a copy of your resume, and 3)

the name and contact information of three professional references to stedsapplications@gmail.com. Initial interviews will be conducted via Zoom. If you are selected, a pre-employment background check is required.