

## **Parish Administrator Job Description**

St. George's Episcopal Church

- 2434 Cape Horn Rd. Hampstead, MD 21074
- stgeorgesepiscopal@comcast.net

### **POSITION SUMMARY**

Under the supervision of the Rector, the Parish Administrator provides general office support to the parish, staff, and committees, in order to support the ministries and mission of St. George's Church. This work includes, but is not limited to, communication and marketing work, data and records management, phone and email support, supplies and inventory management, managing use of church space by parish and outside groups, and collaborating with volunteers. The Parish Administrator will be a resource person for both members and non-members, and a welcoming presence in our church's office.

- ESSENTIAL DUTIES

### **INFORMATION MANAGEMENT**

- Maintain a functional system of communication with the parish.
- Maintain parish records, including membership, diocesan, financial, and other operational data, keeping them up-to-date and accurate.
- Produce reports, directories, and other documents from parish records under the direction of the Rector, vestry, and committee leadership, on a timely basis.
- Coordinate the parish calendar to facilitate building use by internal and authorized external groups.
- Assist with creating and managing the church's online presence (website and social media accounts, online advertising, etc.).
- Produce and distribute weekly parish newsletter by email and/or regular mail.
- Assist with creating, preparing, and distributing marketing materials as directed.

### **ADMINISTRATIVE SUPPORT**

- Provide a welcoming and helpful presence in the parish office.
- Respond to requests for information and resources via email, telephone, and in-person visits.
- Provide administrative support to vestry or other committees, including: preparing meeting documents or posting minutes; making document copies, sending out mailings, etc.
- Place orders for supplies and equipment as authorized.
- Coordinate with the treasurer to maintain parish financial and bookkeeping records.
- Communicate regularly with Rector, Sexton, and Wardens about facilities-related needs, including set-up and clean-up for special events.
- Sort incoming mail, and send parish mailing and other outgoing mail.

### **LITURGY SUPPORT**

- Assist with creating, preparing, and proofing worship materials for Sunday mornings and any other services/events.
- Assist with the coordination of lectionary and ministry schedules, sending reminders as scheduled.

- Maintaining the wedding guidelines, burial policies, newcomer information and coordinating with those requesting information as needed.
- Prepare flower donation information

Note: This description is not intended to include all responsibilities, as additional duties may be assigned, and existing duties may be adjusted at any time.

- KNOWLEDGE, SKILLS AND ABILITIES
  - Strong writing and grammar skills, including proofreading.
  - Proficiency in word processing, publisher, spreadsheet, and database applications.
  - Demonstrated organizational skills, including calendaring, project coordination, and prioritization.
  - Proficiency in social media management, website management, and marketing.
  - Ability to effectively manage workload and work under pressure and deadlines.
  - Welcoming disposition, willingness to accept and serve all who come to St. John's.
  - Effective communication skills, both verbal and written.
  - Ability to maintain confidentiality regarding persons and information.
  - Knowledge of supply procurement, including the ability to research vendor prices and negotiate costs.
  - Must be able to lift 20 pounds.
  - Must pass background investigation to comply with church requirements.
- QUALIFICATIONS
  - Minimum 3 years of office experience, including communications, is required.
  - Experience in a church or other ministry setting is preferred.
  - Associate degree in administration, communications, office support, or related area, is desired.
- HOURS & COMPENSATION

This position is 20-24 hours per week. Employee will be eligible to receive Episcopal Church Employee Benefits. Office hours are: M-Th 9:00 A.M. – 2:00 P.M. and Fridays 9:00 A.M. – 1:00 P.M.

- APPLICATION

To apply, send a resume and a cover letter detailing your interpersonal communication strengths and office experience. Call the office at (443) 374-9748 if you have additional questions.

Job Type: Part-time

Salary: \$20.00 to \$24.00 /hour

Experience:

- Computer Skills: 3 years (Preferred)
- Office: 3 years (Preferred)

Work Location:

- One location

Benefits:

- Health insurance
- Retirement plan
- Paid time off

Working days:

- Tuesday
- Wednesday
- Thursday
- Friday

Hours per week:

- 20-24

Typical start time:

- 9AM

Typical end time:

- 2PM

This Church describes its culture as:

- Friendly, family-oriented, cooperative, and collaborative

Schedule:

- Monday to Friday
- Day shift

Please provide names and numbers of two references.