

Position Description:

The Parish Administrator ensures a safe environment, supports the Rector, and manages communication, worship coordination, media promotion, and volunteer recruitment. Working closely with Wardens and the Treasurer, this role covers facility, risk, and staff management. The Parish Administrator reports to the Rector and collaborates with Vestry, Treasurer, Music Director, and committee chairs. Background check is required and Safe Church training required within the first month. The position is 16 hours per week, in person, with schedule set with the Rector.

Deadline: Desired Start Date (Open to Negotiation): as soon as possible.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned from time to time by the Rector or Senior Warden.

Specific Duties:

- Establishes and maintains all administrative files;
- Takes care of parish office related outgoing and incoming correspondence;
- Compiles files for the yearly Diocesan Parochial Report;
- Coordinates Safe Church trainings for parish (Praesidium Academy);
- Attends staff meetings;
- Prepares and maintains parish calendar;
- Manages REALM database (updates and creates parishioner profiles) and Parish register;
- Manages all vendor accounts, yearly subscriptions, invoices;

Communications

- Assist with the weekly parish newsletter;
- Creates weekly bulletin in consultation with the Rector;
- Designs any brochures, flyers, posters, invitations, and any advertising needed for events in conjunction with the Rector and Senior Warden;
- Supports communication of the annual stewardship campaign;

Building and Grounds Management

- Develops and documents policies and procedures with Wardens;
- Ensures contracts are created and signed and deposits are secured for building rentals;
- Oversee the scheduling of building use;
- Keeps all maintenance contracts up to date: HVAC, Fire Alarm, Sewage System, Phone, Internet, Printer etc. with Vestry approval.

Financial Management/Realm

- Monitors receipt of invoices, confirms work has been completed, notifies the Treasurer; Maintains files for invoices and receipts;
- Pay bills as directed by the Treasurer or Wardens;

Required:

- Ability to maintain confidentiality;
- Proficiency with Google suite and Microsoft Office products and ability to learn new technologies for evolving workplace demands. Excellent communication and organizational skills;
- Adaptability;

Perferred:

- Experience or knowledge of church or other ministry setting.

Work and leave:

- Maintain office hours 10AM –2 PM
- Monday through Thursday.
- Two weeks of paid leave annually (Week after Easter, Week after Christmas).

Compensation :

- Beginning annual wage \$16,640.00 - paid bi-weekly.
- Workman's comp and FICA

**Please forward cover letter, resume, and references to email:
Stclementsec@gmail.com**