



Parish Administrator & Executive Assistant to the Rector

Position Description

Part Time (30 hours per week, Monday – Thursday 9:00 AM to 4 PM (occasional streaming duty on Sunday, as needed)

Pay \$25-28 depending on experience

Position Summary: Complete a broad variety of administrative tasks that facilitate the Rector's (Senior Pastor's) ability to effectively lead the organization.

General Responsibilities:

- Manage church office operations.
 - Be a consistent, welcoming, and responsive presence in the church office.
 - Serve as the primary point of contact for internal and external persons/vendors on all matters pertaining to the operation of the church campus.
 - Schedule, train and manage volunteer staff assisting with parish office duties.
 - Build positive, cooperative working relationships with staff, volunteers, members of the parish, service providers, and visitors.
 - Maintain records of work completed by vendors and service representatives for the Church campus and Rectory.
 - Partner with the Rector to ensure church operations run efficiently; identify and implement process improvements.
 - Review and validate vendor invoices and office expenses.
 - Order and maintain necessary supplies for the campus.
 - Coordinate schedule for Streaming support to ensure coverage on Sundays.
- Fill in as necessary.

Administrative support:

- Provide administrative support with confidence and competence to the Rector, including managing the Church and Rector's Calendar.
- Schedule meetings and manage campus space calendar
- Assist in review and printing of worship bulletins, as needed.
- Prepare and proofread documents, reports, press releases, and presentations.
- Work with ministry leads to prepare and maintain an advertising calendar for the year.
- Provide administrative support for Annual Giving Campaign.
Work with outside vendors to produce necessary marketing materials
- Maintain critical documents in Dropbox and or Google Drive. Organize, scan and upload documents. (Examples: Vestry Minutes, Endowment Documents, Critical Documents)
- Transcribe meeting minutes and other important documents.
- Perform general clerical tasks such as filing, photocopying, and organizing office supplies.
- Manage the parish's routine mail and postage operations, including related accounts and supplies and mail pickup and distribution.
- Manage the waste management operations including oversight of the related accounts performance.

Technology Support:

- Manage office technology including but not limited to: Phones, Church IT Vendor, Printers, Postage equipment, Security Cameras, key fobs, and keys
- Utilize Google Suite and MS 365 to create and edit documents, spreadsheets, and presentations. Proficiency in MS Word is required along with the ability to create labels, documents, and letters using Mail Merge.
- Provide support with data entry into the Church database, Realm, as needed.
- Manage an organized and professional email system, including monitoring incoming correspondence, prioritizing messages, responding as appropriate and ensuring timely follow-up.
- Coordinate and schedule appointments using Google Calendar.

Qualifications:

- Demonstrate confidence, sound judgment, and initiative in anticipating the needs of the Rector and appropriately representing the Rector when necessary.

- Familiarity with Episcopal or liturgical church settings is a plus.
- Proven experience as an executive assistant or in a similar administrative role.
- Proficient in using Google Suite, Microsoft Office Suite, and other relevant software applications.
- Strong organizational skills with the ability to prioritize tasks and meet deadlines.
- Ability to manage multiple concurrent activities and projects.
- Excellent written and verbal communication skills.
- Attention to detail and the ability to maintain confidentiality.
- Ability to solve problems, multitask and work effectively in a fast-paced environment.
- Strong customer service skills with a professional demeanor.
- Undergraduate degree preferred.