

PARISH ADMINISTRATOR

St. Peter's Episcopal Church is a friendly, active and multi-generational congregation on Skidaway Island. We seek a Parish Administrator who will enjoy working with us as we engage God's mission in our community and beyond.

The Parish Administrator provides hospitality for members and visitors, ensures smooth and efficient functioning of key church functions/ministries, and is a central source of knowledge and communication. This position supports the work of the Rector (Senior Pastor) and Vestry (church board). Competitive salary and generous benefits package. 28-32 hours per week; Half day on Friday.

The ideal candidate should have excellent administrative, interpersonal, computer, and writing skills. Candidates need to be detail-oriented, flexible, have a collaborative and friendly style, and a capacity to build trusting relationships.

PRIMARY RESPONSIBILITIES INCLUDE:

- Serve as a welcoming and helpful presence for all who contact the church, whether by phone, email, or in person during office hours.
- Provide administrative support to the Rector.
- Produce printed worship materials (bulletins) for Sundays, holy days and special services, including marriages and funerals.
- Maintain church database and member records.
- Work closely with Bookkeeper to pay bills and maintain financial records.
- Maintain the parish calendar to schedule events, meetings, and services throughout the year.
- Support and coordinate schedules for a team of parishioners who serve as Receptionists.
- Order and manage office, custodial, and kitchen supplies.
- Communicate with those responsible for buildings and grounds repairs and maintenance needs.
- Administer and maintain contracts with vendors
- Arrange rentals of church space for use by outside groups.

MINIMUM QUALIFICATIONS

- Associate degree or higher
- Strong oral, written, and verbal communication skills
- Strong integrity, honesty and ability to maintain confidentiality
- Ability to take initiative and to multitask
- Ability to work independently
- Ability to work with all forms of social media
- Experience with Microsoft Word and Excel and office equipment.
- Minimum 3 years of office experience
- Knowledge of the religious liturgical tradition is a plus (i.e. Episcopal/Anglican, Roman Catholic, Lutheran, Jewish).

To apply: Send cover letter and resume to saintpetersforms@gmail.com or mail to: St. Peter's Episcopal Church, 3 West Ridge Road, Savannah, GA 31411, ATTN: Parish Administrator Search (No calls, please).

Deadline to apply: July 18, 2017