



St Francis of the Islands
Episcopal Church

Parish Administrator Job Description

Title: Parish Administrator

Reports to: Rector, St. Francis of the Islands Episcopal Church

Hours: 20 hours/week. Schedule to be determined in collaboration with the Rector. Additional compensated hours may be necessary during peak church holiday seasons.

Compensation: \$20-25/hour, depending on experience and qualifications

Status: Regular Part-time, Non-exempt

Position Summary

Under the supervision of the Rector, the Parish Administrator provides general office support to the staff, congregation, and committees, to further the mission and ministry of St. Francis of the Islands Episcopal Church. This work includes, but is not limited to: worship bulletin preparation, data and records management, phone and email support, supplies and inventory management, communications work, managing use of church space by parish and outside groups, supporting church ministries and committees and collaborating with volunteers. The Parish Administrator will be a resource person for both members and non-members, and a welcoming and responsive presence in our church's office.

Essential Duties

Administrative Support

1. Provide a welcoming and helpful presence in the parish office.
2. Respond to requests for information and resources via email, telephone, and in-person visits.
3. Provide administrative support to Vestry or other committees, including: preparing meeting documents or posting minutes, making document copies, sending out mailings, etc.
4. Place orders for supplies and equipment as authorized.
5. Maintain parish financial records, in coordination with the treasurer and payroll service.
6. Coordinate with vendors and contractors as delegated by Rector, Wardens, and Vestry.

7. Communicate regularly with Rector, staff, vendors, and Wardens about facilities-related needs, including set-up and clean-up for special events.
8. Produce rosters, correspondence, and other documents.
9. Maintain routine office policies regarding building maintenance, service contracts, and job responsibilities.
10. Sort incoming mail, and send parish mailings and other outgoing mail.
11. Maintain and manage parish calendar.

Information Management

1. Maintain a functional system of communication with the parish.
2. Maintain parish records, including financial, membership, diocesan, physical plant, and other operational data, keeping them up-to-date and accurate.
3. Produce reports, directories, and other documents from parish records under the direction of the Rector, Vestry, and committee leadership, on a timely basis.
4. Coordinate the parish calendar to facilitate building use by internal and authorized external groups.
5. Produce and distribute monthly parish newsletter by email and regular mail.
6. Assist with preparing and distributing marketing materials, as directed.
7. Assist with managing the church's online presence (website and Facebook pages, online advertising, etc.).
8. Ensure that outdoor sign is updated regularly to reflect current events and activities.

Liturgy Support

1. Assist with preparing and proofing worship materials and bulletins for Sunday morning and other special services.
2. Prepare and maintaining weekly announcements and prayer lists.
3. Send liturgical materials to liturgy participants.
4. Prepare altar flower donation information.
5. Provide assistance with tracking the liturgical calendar and planning for church events, as needed.
6. Maintain files of all worship bulletins.

Volunteer Support

1. Assist in recruiting, coordinating, and scheduling volunteers as needed, under direction of the Rector or committee leadership.

2. Organize workflow and maintain a tidy and usable office environment so as to enable effective use of volunteers.
3. Assist in coordination of special events.

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:

1. Welcoming disposition, willingness to accept and serve all who come to St. Francis.
2. Effective communication skills, both verbal and written. Strong writing and grammar skills, including proofreading.
3. Proficiency in word processing, spreadsheet, and database applications. Social media experience a plus, but not required.
4. Demonstrated organizational skills, including calendaring, project coordination, and prioritization.
5. Ability to effectively manage workload.
6. Ability to maintain confidentiality at all times regarding persons and information.
7. Basic knowledge of invoice and purchase order transactions.
8. Knowledge of supply procurement, including the ability to research vendor prices and negotiate costs.

Qualifications

- Experience in an office setting, and with financial recordkeeping and reporting are required.
- Experience in a church or other ministry setting is preferred.
- Must pass background investigation and complete necessary training to comply with church requirements.

To apply, send a resume and a cover letter detailing your interest and experience to rector@stfrancislands.org.