



Position Description
PARISH ADMINISTRATOR
St. Timothy's Episcopal Church

POSITION TITLE: Part-time Parish Administrator

IN BRIEF

This is an executive-level administrative position that supports the Rector, the Vestry, and parish leadership through coordination of operations, staff, ministries, and programs of the parish.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

High School diploma/GED. Past executive office experience preferred.

ORGANIZATIONAL RELATIONSHIPS

The Parish Administrator reports directly to the Rector, or in his/her absence, the Senior Warden. The responsibilities of this position include general office operations and duties, and coordination with ministry and program teams.

ESSENTIAL DUTIES

1. Parish Operations

The Parish Administrator, under the leadership of the Rector, coordinates business operations, church staff, ministry teams, communications, worship support, record keeping and policy implementation. The position also supports the work of the Vestry.

2. General Office Duties

Performs general office duties including answering the phone, filing, keeping a master calendar, preparing Sunday and other service bulletins, coordinating worship team assignments, preparing correspondence, maintaining membership records, submitting records to external bodies, purchasing office and facility supplies, distributing mail, and other general office duties as assigned.

3. Communication

This position requires excellent oral and written communication and interpersonal skills for successful interface within the parish and with external agencies. Other duties include issuing email and social media newsletters and notices, publishing a parish newsletter, and keeping and publishing the parish calendar.

4. Parish Relations and Member Care Services

Duties include maintaining a friendly and supportive environment for parishioners and others in the community who walk-in or call the church for assistance. This includes referring persons to appropriate agencies, keeping records of contacts and referrals, and providing other support and assistance to parish ministry leaders so that parishioners and community referrals are served.

5. Facilities Oversight

Duties include coordinating and scheduling the use of space in the parish through the parish calendar, coordinating with community groups that use the facilities and, in cooperation with the Wardens, supervising contractors who repair and maintain the facility. Duties include maintenance of a current vendor list and maintenance of files on contracts, leases and insurance and giving two months advance notice to the Rector and Wardens of upcoming renewal dates.

ESSENTIAL SKILLS AND EXPERTISE REQUIRED

- Develop and maintain organizational procedures and systems for filing.
- Advanced computer skills: word processing, spreadsheet, and recordkeeping applications such as Word, Excel, Outlook, Publisher, and PowerPoint
- Familiarity with electronic communications, social media, and other informational platforms: Facebook, Twitter, Texting and Mass Email services, like MailChimp.
- Knowledge of office machinery (*phone system, copier, scanner, etc.*)
- Ability to deal effectively, tactfully, and cheerfully with people through personal contact; phone, text, and email communications; and social media platforms.
- Ability to work with personal, sensitive data and maintain confidentiality
- Ability to work accurately under deadline situations
- Ability to work with parish leaders and ministry teams, providing leadership and support as needed
- Other duties, as assigned.

WORK CONDITIONS AND BENEFITS

- Work week: 20-25 hours per week.
- Personal leave will accrue at the rate of one day for each month worked for a total of 12 days annually. Personal leave may be used for sick leave and/or vacation leave. Personal leave (with the exception of sick leave) to be arranged with the Rector at least one month in advance. Flexibility and exceptions on a case by case basis.
- Paid Holidays are those when the church office is closed and includes the following:

New Year's Day	Easter Monday
Memorial Day	Independence Day
Juneteenth	Labor Day
Thanksgiving Day and the Friday after Thanksgiving	
December 25 th and December 26 th	
- Continuing Education will be provided at the approval of the Rector when it relates to duties and skills of the position.
- Compensation: commensurate with experience.